



SUBSTANCE AND ALCOHOL MISUSE POLICY

The College seeks to ensure through our functions, policies and employment practices that we do not discriminate on any grounds and that the College acts in accordance with its statutory obligations under the equality duties and in compliance with current legislation.

This policy is to be read and applied in conjunction with the following:

- *The College STUDENT Disciplinary Procedures*
- *The College STUDENT Safeguarding Policy*

For further information and guidance contact the College's designated Senior Member of Staff with lead responsibility for safeguarding: Head of Student Services; Designated Safeguarding Lead)

1. INTRODUCTION

This policy has been authorised by the Principal and is available to parents and students on request. The policy relates to the misuse of controlled drugs and alcohol at The Henley College. The procedures and sanctions may be adapted as appropriate to meet the policy aims and the circumstances of each case. Any adaptations must be approved by the Designated Safeguarding Person or the Principal.

2. DRUGS AND SUBSTANCES

These expressions refer to the possession, use and supply of alcohol, controlled drugs and the paraphernalia of drugs, or substances intended to resemble drugs, or "legal" drugs, performance enhancing drugs, anabolic steroids, glue and other substances held or supplied in each case for purposes of misuse.

3. STAFF

The member of staff who will oversee and co-ordinate drugs and alcohol issues is Head of Student Services and Designated Safeguarding Lead. Details will be held centrally on individual students. Sensitive personal information about Students is disclosed only on a "need to know" basis with careful attention to Students' rights and needs.

4. AIM OF THE POLICY

The central aim of this policy is to keep drugs and alcohol out of the College.

4.1 Prevention

Through tutorial programmes and other activities, drug education and information will be available for students. It will also be made clear that the possession and use of controlled drugs and abuse of alcohol will not be tolerated by the college and those students who are in breach of these relevant college regulations will be subject to the disciplinary procedures.

4.2 Education

The College would like an appropriate learning and working environment which is protected from the damaging effects of alcohol and substance misuse. Students should be protected from the pressures of illegal trading in these substances.

4.3 Pastoral care

We encourage the Students to discuss their anxieties about drugs or substances with a member of staff, a Professional Tutor, Senior Tutor or one of the College Counsellors or College Nurse. Matters brought to light by a Student or his/her parents, in circumstances that are genuine, will be "ring-fenced" from the disciplinary procedure but a Student suspected of involvement with drugs or substances outside this context will face the full disciplinary consequences

4.4 Detection

Every complaint or report of involvement with drugs and substances will be followed up and investigated. No member of staff must promise confidentiality when discussing substance or alcohol misuse.

5. LEGAL HIGHS AND SOLVENTS

5.1 Dealing with students in possession/using or dealing legal highs

Students should be aware that so-called legal highs may be equally as dangerous as illegal drugs and may still contain illegal components. If police find a legal high on a student they may still arrest them on suspicion of drug possession. Accordingly, the College will discipline any students who is found using, in possession of or dealing legal highs under the presumption that they are illegal drugs

6. DISCIPLINARY PROCESS FOR POSSESSION OR USE OF EITHER DRUGS OR ALCOHOL

6.1 Dealing with suspicion of substance misuse

If a student or member of staff suspects an individual of substance misuse they should discuss their concerns with their Tutor, Senior Tutor or DSL. All information must be passed to the DSL. In line with the College disciplinary procedure, it is a serious breach if students are under the influence of either drugs or alcohol. They should therefore be referred to the Head of Faculty who will take necessary action.

6.2 Discovery of suspected substances within the College

Where a suspected substance is found within the College grounds, a member of the SLT or the Security Manager should be informed at once. An investigation must take place and appropriate action taken. A record must be sent to the DSL if illegal substances are found; who, where, when, by whom and the substances placed in an envelope and held in the Principals of Head of Student Service's office. The Student found with the substance on their person will be suspended by the Head of Faculty or Head of Student Services. Appeals can be made to the Deputy Principal. Students should expect to be expelled.

6.3 Individuals found under the influence of alcohol or an illegal or banned substance

Any Student found under the influence of any substance whilst on College premises must be reported to the SLT or the Security Manager. The following procedure must then be followed:

- The Student must be suspended. Any Student using drugs during college hours should be put on Stage Four of the disciplinary process as a minimum but should expect to be expelled. In exceptional cases, a supportive regime may be offered as an alternative. The Principal is not obliged to offer a supportive regime.

6.4 If a member of staff suspects that a student in his/her class is under the influence of substance abuse then the following procedure must be followed:

- The student must be asked to leave the classroom with the Member of Staff
- Using the nearest phone, the Member of Staff must contact Reception and organise for a member of the Estates or Health and Safety Team to collect the Student and escort him/her to the Sick Bay. A member of the SLT should be alerted by the reception staff. The student must be supervised at all times.

6.5 Students found to be involved in the selling of illegal substances on College Premises

Any Student found to be involved in the supply of controlled drugs and the paraphernalia of drugs or substances intended to resemble drugs, or "legal" drugs, performance enhancing drugs, anabolic steroids, glue and other substances held or supplied in each case for purposes of misuse will be expelled from the College by the Deputy Principal. Appeals can be made to the Principal

7. INFORMING PARENTS

The college will reserve the right to inform parents if there is a suspicion of alcohol or drug misuse. Correspondence with parents will be controlled by the DSP/Head of Student Services. Consideration will also be given to the likely support parents and students may need. This may be the provision of information regarding various external agencies from Student Services

8. SEARCH FOR DRUGS, SUBSTANCES AND RELATED PARAPHERNALIA

Searches will be conducted in such a manner as to minimise embarrassment or distress. Any search of a Student or their possessions will be carried out in the presence of the Student and another member of staff.

8.1 Informed consent

Before any search is undertaken consent will usually be sought. If the student refuses consent, she/he will be asked to say why she/he has refused. The College will be entitled to draw inferences from his or her response and general demeanour and the police may be informed.

8.2 Searches without consent

In relation to alcohol and prohibited items as defined in Section 2 of the Misuse of Drugs Act 1971, the Principal, and staff authorised by the Principal, may search a Student or a Student's possessions, without their consent, where they have reasonable grounds for suspecting that a Student has a prohibited item in their possession.

8.3 Prohibited item

Where the Principal, or a staff member authorised by the Principal, finds anything which they have reasonable grounds for suspecting is a prohibited item, they may seize, retain and dispose of that item.

8.4 Procedures

If the College seizes a controlled drug, the drug may be destroyed if there is good reason to do so. Otherwise the College will deliver it to the police as soon as reasonably practicable. In all other cases, the School may decide to request the involvement of the police from the outset. If the police suspect that a student possesses or has stored drugs, substances or related paraphernalia, the police may elect to investigate using their own procedures or may pass the matter back to the College to investigate.

Author: Head of Student Services; Designated Safeguarding Person March 2015

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