

SUBSTANCE MISUSE POLICY

<i>Date of Policy</i>	<i>June 2008</i>
<i>Updated</i>	<i>February 2012</i>
<i>Approved by Principal(s)</i>	<i>Feb 2012</i>
<i>Review Date</i>	<i>Feb 2013</i>
<i>Key Staff</i>	<i>DOS, Tutors, Curriculum Teams, MDMs etc</i>
<i>Lead Staff for Review</i>	<i>Head of Welfare, Canterbury</i>

This policy has been developed and implemented in consultation with the whole college community including students, parents/carers, staff, and partner agencies.

*Staff Coordinator of
Substance Misuse policy*

Pastoral Manager (Canterbury)
Director of Student Care (Cambridge)

*Senior Leader with responsibility for
Substance Misuse policy*

The Principal

1. Policy Statement

- 1.1. Cambridge Education Group ('CEG') are committed to providing a safe, healthy and productive environment for all our students, staff and visitors. This includes ensuring that all staff and students are fit to carry out their work and studies safely and effectively in an environment which is free from alcohol and drug misuse. The colleges play an important role in supporting and promoting attitudes, practices and understanding which encourage students to make informed decisions enabling them to choose a healthy lifestyle.
- 1.2. Misuse of alcohol and drugs can lead to reduced levels of attendance, reduced efficiency and performance, impaired judgement and decision making and increased health and safety risks, not only for the individual but also for others. Irresponsible behaviour or the commission of offences resulting from the misuse of alcohol or drugs may damage our reputation.
- 1.3. All staff and students are expected to arrive at college fit to carry out their work and studies safely without any limitations due to the use or after effects of misusing alcohol or drugs.

1.4 CEG reserves the right to a zero tolerance policy in respect of the misuse, possession or supply of illegal or unauthorised drugs on any college premises at any time. This prohibition extends to staff and students whether on college premises, within college perimeters, or at 'under 18' student accommodation. The misuse, possession or supply of illegal or unauthorised drugs by staff or students will be considered gross misconduct. Students may be permanently excluded. Staff will be dealt with under the CEG's disciplinary policy.

1.5 Neither staff nor students should drink alcohol during the normal working day. This includes lunchtime or during any other breaks. This prohibition extends to staff and students whether on college premises, or on any college-related activity. In addition, no alcohol should be consumed at any time the college's 'under 18' student accommodation. Being under the influence of alcohol during the normal working day will be considered gross misconduct for both staff and students. Students may be permanently excluded.

Staff will be dealt with under the CEG's disciplinary policy. Employees who are tested have the right to be informed of their test result before the result is passed to management.

If a with-cause or random alcohol/drugs test proves positive, the employee will be invited to attend an interview with a senior manager. The employee will have the right to be accompanied by a colleague or trade union official at this interview.

The outcome of the interview will depend on the circumstances but could include:

- an offer for the employee to undergo a programme of medical treatment, rehabilitation or counselling, where the employee accepts that he/she has a problem with alcohol or drugs misuse and is willing to cooperate with the employer in the provision of such support;
- a written disciplinary warning, where there are no safety issues involved and the circumstances are not too serious, in which case the employee will be tested again after three and six months respectively;
- dismissal, where the effects of the employee's alcohol or drug taking are or could be serious, for example if the employee works in a safety-critical job and his/her use of alcohol or drugs could affect performance, or where a previous alcohol/drugs test within the past two years has produced a positive result.

1.6 CATS Colleges have a general 'no smoking' policy. Staff, and students may however smoke tobacco in the designated areas within college premises/accommodation. Smoking outside of the designated areas will be considered misconduct for both staff and students. Students will be dealt with under the College disciplinary policy. Staff will be dealt with under CEG's disciplinary procedure.

1.7. We recognise that some of our staff and/or students may become dependent on alcohol or drugs. We also recognise that such dependencies can be successfully treated.

We strive to create an atmosphere in which students and staff feel able to discuss their problems and concerns, and to seek help where this is needed.

2. Where and to whom does this Policy apply?

2.1. This policy covers all staff, students, parents/carers and partner agencies working and studying at the CEG colleges both on college premises, within college perimeters and also to students and staff while they are:

- undertaking journeys in college time
- on Work experience
- on residential trips
- in all college 'under 18' residential accommodation

2.2 This policy does not form any part of any staff members contract of employment and it may be amended at any time.

3. Scope and Purpose of the Policy

3.1. This policy is principally intended to deal with alcohol and drug problems which, in the context of this policy, are any drinking alcohol or misuse of drugs, whether intermittent or continual, which interferes with work or study performance in relation to attendance, efficiency, productivity or safety.

3.2. This policy is not intended to apply to 'one off' incidents or offences caused by alcohol or drug misuse outside of college premises/accommodation where there is no evidence of an ongoing problem. Such incidents /offences by staff are likely to be dealt with under CEG's disciplinary policy.

3.3. The purpose of this policy is to increase awareness of the effects of alcohol and drug misuse and its likely symptoms and to ensure that:

- 3.3.1. All staff and students are aware of their responsibilities regarding alcohol and drug misuse and related problems.
- 3.3.2. Staff and students who have an alcohol or drug misuse related problem are encouraged to seek help, in confidence, at an early stage.
- 3.3.3. Staff and students who have an alcohol or drug related problem affecting their work or study are dealt with fairly and consistently.

- 3.4. This policy works in conjunction with the college's policies on Behaviour, Child Protection, Medicines, Health and Safety, College Visits and Personal Development.

4. Personnel responsible for implementation of the Policy

- 4.1. The designated member of staff with overall responsibility for all drug issues within college is the Principal. His/her responsibility includes overseeing the planning and co-ordination of drug education and the management of drug incidents in accordance with the procedure laid out in this policy.
- 4.2. As part of their general responsibilities for the strategic direction of the college, the Senior Leadership Team have a key role to play in the development of the college's policy on drugs.
- 4.3. All staff have an important role to play in identifying problems with the colleges that are being caused or contributed to by alcohol or drug misuse.
- 4.3.1. When a staff member considers that deterioration in work/study performance and/or changes in patterns of behaviour may be due to alcohol or drug misuse he or she should seek advice or assistance from the HR Officer for staff and a member of the welfare team for students.
- 4.3.2. If a manager or supervisor reasonably believes that a staff member or student is under the influence of alcohol or drugs, they shall immediately contact the HR Officer for staff and a member of the welfare team for students. In order that the individual concerned can be provided with assistance, and an investigation can be undertaken.
- 4.3.3. Staff should not 'cover up' for a colleague or student whose work, study or general behaviour is suffering as a result of an alcohol or drug related problem.
- 4.3.4. All substance misuse related incidents must be reported to the Principal.
- 4.3.5. If any staff member believes they have an alcohol or drug-related problem they should seek specialist advice and support as soon as possible, CEG will assist you, and will do this in confidence wherever possible.

5. Communicating the Substance Misuse policy

The Substance Misuse Policy is available on the College intranet, with copies held with Pastoral staff. It is disseminated through staff meetings, induction, regular reminders to and by Personal Tutors, and is available for students, staff, parents and agents on request. CEG endeavours to regularly communicate its Substance Misuse Policy to parents /carers through letters home.

6. Medication

If a staff member or student is prescribed medication they must seek advice from their GP or other medical adviser about the possible effect on their ability to carry out their job or studies. If there are any adverse reactions in regard to prescribed medication i.e. drowsiness, the staff member must inform their line manager and the line manager risk-assess in accordance with job description.

7. Searches

- 7.1. CEG reserve the right to conduct searches for alcohol or drugs in any college property, including lockers, filing cabinets, desks, in addition to a search of any packages sent to college premises, where it is suspected that drugs or alcohol are stored within.
- 7.2. A minimum of two members of staff should be present during any search, whether of college property, a student's personal property, or a student's room.
- 7.3. Staff should not carry out searches of personal property without the owner's consent. If consent is withheld, CEG reserves the right to contact the Police.
- 7.4. Only the Head of Accommodation or Pastoral Manager are authorised to carry out a search of a student's room. Where a room search is carried out, a second member of staff must also be present. At least one member of staff carrying out the search must be the same sex as the student concerned.
- 7.5. Staff should not carry out personal searches of students. Instead, every effort should be made to persuade the student to hand over any drugs or alcohol. Should a student withhold their consent, CEG reserves the right to contact the Police.
- 7.6. Any alcohol or illegal drugs found as a result of a search will be confiscated and disciplinary action may result.
- 7.7. A student's parent/s or carer/s must be contacted following any search involving a student.

8. Drug Screening

- 8.1. CEG reserves the right to carry out random drug testing on students and this will usually be carried out by the College welfare team when required and will usually take place once every half term.
- 8.2. CEG reserves the right to carry out random drug testing on staff and this will in the first instance be carried out by the College nurse, should the sample prove positive, a referral will be made to an outside agency for further tests.
- 8.3. In addition, in cases where there is reasonable cause to suspect that a staff member or student's work performance or studies are impaired as a result of alcohol or drug misuse that individual will be asked to participate in a screening programme.

9. The law on substance misuse and the role of the Police

9.1 Alcohol and Tobacco

The college's policy is to inform the Police about the inappropriate sale or supply of tobacco, alcohol or volatile substances to students, who are under the legal age, in the local area.

9.2 It is CEG's policy to comply with the requirements set down in the Misuse of Drugs Act 1971 and other relevant legislation. All staff should be aware that, under Section 8 of the Misuse of Drugs Act 1971, CEG staff have potential criminal liability, if they permit or suffer (i.e turn a blind eye to) the following activities taking place in any CEG premises:

- Production or attempted production of any controlled drug;
- Supply or attempted supply of any controlled drug
- Preparing opium for smoking
- Smoking cannabis or prepared opium

9.3 The disposal of suspected illegal substances.

The Police should always be involved in the disposal of suspected illegal substances.

9.4 Police Interviews

In the event of a student under 17 being arrested for suspected substance misuse, a responsible adult must be present with the student during any Police interview. Wherever possible, the Pastoral Manager, Head of Accommodation or Vice Principal should attend as responsible adult.

10. Taking temporary possession and disposal of suspected illegal substances

The law permits college staff to take temporary possession of a substance suspected of being an illegal drug, for the purposes of preventing an offence from being committed or continued in relation to that drug. Providing that all reasonable steps are taken to destroy the drug or deliver it to a person lawfully entitled to take custody of it.

In taking temporary possession and disposing of suspected legal drugs colleges are advised to:

- Ensure that a second adult witness is present throughout
- Seal the sample in a plastic bag and include details of the date and time of the seizure/find and witness present
- Store in secure location, such as the college safe or other lockable container with access limited to two senior members of staff
- Without delay notify the Police, who will collect it.

- The law does not require CEG to divulge to the Police the name of the student from whom the drugs were taken.
- Record full details of the incident
- Inform parents/carers, unless this would jeopardise the safety of the student

Disposal of drug paraphernalia

Needles or syringes found on college premises should be placed in a sharps box and the needle and Sharps procedure to be followed.

11. Recording incidents involving unauthorised substance misuse

Staff must complete an Incident log and send to the Head of House / Head of Welfare / Pastoral Manager without delay.

12. Our response to drug /alcohol misuse incidents involving students:

Drug incidents may include:

- Drugs or associated paraphernalia found on college premises
- A student demonstrates, perhaps through actions or play, an inappropriate level of knowledge for their age.
- A student is found in possession of drugs or associated paraphernalia.
- A student is found to be supplying drugs on college premises (friends sharing drugs, student being coerced to supply drugs, a group of friends taking it in turn to bring drugs in for their own use).
- A student is thought to be under the influence of drugs;
- A staff member has information that the illegitimate sale or supply of drugs is taking place in the local area.
- A student discloses that they or a fellow student are misusing drugs.

A careful investigation will take place to judge the nature and seriousness of each incident, the needs of those involved and the most appropriate response. For example:

- What does the student have to say?
- Is this a one-off incident or longer-term situation?
- Is the drug legal or illegal?
- What quantity of the drug was involved?
- What was the student's motivation?
- Is the student knowledgeable and careful or reckless as to their own and others' safety and how was the drug being used?
- What are the student's home circumstances?
- Does the student know and understand the college policy and college rules?
- Where does the incident appear on a scale from 'possession of a small quantity' to 'persistent supply for profit'?
- If supply of illegal drugs is suspected, how much was supplied, and was the student coerced into the supply role, were they 'the one whose turn it was' to buy for others, or is there evidence of organised or habitual supply?

If during the course of the investigation CEG decides that the Police should be involved they should cease their investigation immediately in order to enable the Police to conduct a full detailed enquiry.

Any response will balance the needs of the individual with those of the wider college community, and aim to provide students with the opportunity to learn from their mistakes and develop as individuals. CEG reserve the right to operate a zero tolerance policy on the misuse.

Possible responses include:

- Early intervention and targeted prevention
- Referral
- Counselling
- Behaviour support plans
- Inter-agency programmes
- Fixed-period exclusion
- Pastoral support programmes
- Permanent exclusion

Some responses may serve to enforce and reinforce college rules. Staff should carefully consider imposing sanctions taking into account:

- The seriousness of the incident
- The identified need of the student and the wider college community
- Consistency with published college rules, codes and expectations
- Consistency with disciplinary action for previous breaches either by students or by staff

13. Education on drug and alcohol misuse

13.1 Education on drug and alcohol misuse is a major tool in preventing and minimising the number of young people engaging in these harmful activities. It can also

- delay the age of onset of first misuse of alcohol and/or drugs;
- reduce the harm caused by drugs;
- enable those who have concerns about drugs to seek help.

13.2 Education on drug and alcohol misuse aims to provide opportunities for students to develop their knowledge, skills, attitudes and understanding about drugs and

appreciate the benefits of a healthy lifestyle, relating this to their own and others' actions.

Students are taught on a number of specific topics surrounding alcohol and drug misuse, these include:

- the short- and long-term effects and risks of drugs use
- the rules and laws relating to drugs
- the impact of drugs on individuals, families and communities
- the prevalence and acceptability of drug use among peers
- the complex moral, social and political issues surrounding drugs

13.3 Education on drug and alcohol misuse allows students to develop personal and social skills, including:

- assessing, avoiding and managing risk
- communicating effectively
- resisting pressures
- finding information, help and advice
- devising problem solving and coping strategies
- developing self awareness and self esteem

13.4 In providing education on drug and alcohol misuse CEG comply with one of our statutory obligations: Section 351, of the Education Act 1966 which requires every college to provide a balanced curriculum which:

- Promotes the spiritual, moral, cultural, mental and physical development of students at the college and of society.
- Prepares students at the college for the opportunities, responsibilities and experiences of adult life.

13.5 CEG's approach to educating students about drug and alcohol misuse

Drug and alcohol misuse education will be taught in a safe, secure and supportive learning environment:

- Ground rules will be agreed, established and reviewed periodically through discussion with students
- Teachers may use a selection of active learning approaches – action research/mind-mapping/case studies/circle time/creative writing

literature/discussion/external contributors/drama visits/formal debate/group work/interactive ICT/local surveys/media analysis/peer education/questionnaires/role-play/simulations/structured games/theatre-in-education/video supported by follow-up discussion etc.

- External contributors are always interviewed by the Pastoral Manager or College Nurse before their first input. The class teacher will always share teaching the lesson and always be in the classroom. A copy of the drug policy will be made available to all outside speakers.

13.6 Providing access to external information and resources

CEG will ensure that students have access to up-to-date information on sources of help. Local and national help lines (including FRANK, NHS Smoking Helpline and Drinkline), youth and community services and drug/health services will be prominently displayed so that those in need of help and who are reluctant to approach college staff can easily access it. Drug education programmes will also include details of services and help lines, explain how they work and develop student confidence in using them. Smoking will be covered in the College Personal Development Programme. However, bearing in mind the variety of cultural perceptions of smoking at CATS, we will allow smoking areas for students in the colleges, whilst maintaining a policy of trying to persuade students to adopt healthy lifestyles.

13.7 Referral and external support

In every case of an incident involving drugs, the college will place the utmost priority on safety, meeting any medical emergencies with first aid and summoning appropriate help before addressing further issues.

13.8 Confidentiality

Staff should not promise total confidentiality to students. The boundaries of confidentiality should be made clear to the student. If the student discloses information that is sensitive, not generally known and which the student asks not to be passed on, the request should be honoured unless this is unavoidable in order for teachers to fulfil their professional responsibilities in relation to:

- Child protection and Inclusion
- Co-operating with a Police investigation
- Referral to external agencies

Every effort should be made to secure the student's agreement to the way in which the college intends to use any sensitive information.

13.9 Involvement of parents/carers

CEG will ensure that parents/carers are:

- Made aware of the college's approach and rationale for drug education, for example, through the college prospectus or handbook and/or letter home

- Involved in the planning and review of the drug education programme and policy, for example, through questionnaires, mail shots or newsletters.
- Given information about their child's drug education and college rules in relation to drugs, for example, through newsletters and handbooks.
- In any incident involving illegal and other unauthorised drugs the college will involve the parents/carers, unless this would jeopardise the student's safety.
- Able to access information about drugs and local and national sources of help.

13.10 Staff Support and Training

CEG staff should have general substance misuse awareness and an understanding of college policies. This should include first steps in managing drug related incidents and identifying and responding to students' needs.

Staff will be given opportunity to access further training as appropriate funding and training is available.

Changes to the substance misuse education provision may take place in response to changing local needs. Changes be implemented as and when appropriate.

14. Parents/Carers under the influence of drugs on college premises

When dealing with parents/carers under the influence of drugs on college premises, staff should attempt to maintain a calm atmosphere. On occasion, a teacher may have concerns about discharging a student into the care of a parent/carer. In such instances, discuss with the parent/carer if alternative arrangements could be made, for example, asking another parent/carer to accompany the child home. The priority for staff will always be to ensure the student's welfare.

Where the behaviour of a parent/carer under the influence of drugs repeatedly places a child at risk or the parents/carer becomes abusive or violent, staff should consider whether to invoke child protection procedure and/or the involvement of the Police.

15. Management of suspected substance misuse in Staff

15.1 Investigatory Interview

If a manager has reason to believe that a staff member is suffering the effects of alcohol or drugs misuse, for example, due to a deterioration in work standard or behaviour, they will invite the staff member to an investigatory interview. The purpose of the interview is to discuss the reason for the investigation and seek the employee's views on, for example, the deterioration of work performance and/or behaviour.

If, following the interview, the manager continues to believe that the staff member is suffering the effects of alcohol or drugs misuse, but the staff member causing concern refuses an offer of referral the matter may be dealt with under CEG's Disciplinary Procedure.

Staff will be dealt with under the CEG's disciplinary policy. Employees who are tested have the right to be informed of their test result before the result is passed to management.

If a with-cause or random alcohol/drugs test proves positive, the employee will be invited to attend an interview with a senior manager. The employee will have the right to be accompanied by a colleague or trade union official at this interview.

The outcome of the interview will depend on the circumstances but could include:

- an offer for the employee to undergo a programme of medical treatment, rehabilitation or counselling, where the employee accepts that he/she has a problem with alcohol or drugs misuse and is willing to cooperate with the employer in the provision of such support;
- a written disciplinary warning, where there are no safety issues involved and the circumstances are not too serious, in which case the employee will be tested again after three and six months respectively;
- dismissal, where the effects of the employee's alcohol or drug taking are or could be serious, for example if the employee works in a safety-critical job and his/her use of alcohol or drugs could affect performance, or where a previous alcohol/drugs test within the past two years has produced a positive result.

15.2 Providing support to Staff

Alcohol and drug related problems may develop for a variety of reasons and over a considerable period of time. CEG are committed to supporting staff where possible with a view to supporting a full recovery, allowing a return to work.

If a staff member with a suspected or admitted substance abuse problem does not finish a programme of treatment for whatever reason, or the staff member's recovery and return to work does not happen as anticipated at the outset of a course of treatment, the staff member's manager will meet with that member of staff to decide what further action should be taken.

15.3 Confidentiality

We aim to ensure that the confidentiality of any member of staff experiencing alcohol or drug-related problems is maintained appropriately by managers, supervisors and, where it is necessary to inform them, colleagues. However, it needs to be recognised that, in supporting staff, some degree of information sharing is likely to be necessary.

If a staff member seek help with an alcohol or drug-related problem directly from CEG without the knowledge of their manager the matter will be treated confidentially unless, in the opinion of CEG maintaining confidentiality could put that staff member or their colleagues or anyone else at risk. In those circumstances CEG will encourage the staff member to inform their manager and give them reasonable time to do so before sending the manager a written

report advising of any potential risks. The staff member will be given a copy of this report when it is sent to their manager.

15.4 Performance and disciplinary issues

CEG's intention is to support all staff with alcohol or drug related problems to regain good health. If, having acknowledged an alcohol or drug related problem, a staff member undertakes treatment and/or rehabilitation, any related performance or disciplinary action may be suspended pending the outcome of the treatment.

16. Exceptions

There are instances where alcohol and other drugs may legitimately be on college property, these may include:

- Volatile substances
These must be securely stored to prevent inappropriate access or use, arrangements are set out in the Health and Safety Policy
- Alcohol
Alcohol is only permitted in the college's 'over 18' residences. CEG's arrangements for storage and use must be adhered to.

Appendix 1

External Agencies (National)

DRUGS	SMOKING	ALCOHOL
National drugs helpline 0800 776600 (24 hour)	Quit line 0800 00 22 00	Alcohol Concern 020 7928 7377 www.alcoholconcern.org.uk
Drugscope Information 020 7928 1211 www.drugscope.org.uk	NHS helpline 0800 1690196	Drinkline 0800 917 8282 (24 hour free helpline)
Resolve 01785 817885 Information service on all aspects of solvent abuse		AI –Anon 0171 403 0800 Gives free confidential advice and support to people who have to live with someone else’s drinking
Adfam 020 7928 8898 Gives free confidential advice and support to friends and family of drug users		

Useful Web sites

www.wrecked.co.uk	Alcohol information
Talktofrank.com Also 0800 776600	Government website about drugs
www.cannabishelp.org.uk	For reducing or stopping cannabis use
www.wiredforhealth	National Healthy College Standard