

**Name of Policy** **Drugs, Alcohol and Substance Mis-use Policy and Procedure**

**Purpose** To outline the legal requirements of the College and ensure transparency of policy and procedures is available for all students.

**Author / Job Title** Head of Student Services & Support

**Equality Assessment By Whom**  **Date**

**Version** 1 **Date of next review (month & year)** July 2017

		Date
<b>Approved by</b>	Senior Manager	
	SMT	19/08/2015
	Corporation	

**Related policies or procedures or parent policy if applicable** Safeguarding Policy  
Health and Safety General Statement  
Student Disciplinary Policy and Procedure

**Groups/bodies consulted in the development of the policy** Student Council

**To be published on College website** YES



## **Macclesfield College**

### **Drugs, Alcohol and Substance Mis-use Policy and Procedure**

#### **Purpose:**

The purpose of this policy is to:

- Clarify the legal requirements and responsibilities of the College concerning the misuse of drugs.
- Promote a safe and healthy environment in which teaching and learning can take place.
- Ensure a consistent approach to the management of drug related incidents.
- Prevent the adverse effects of drugs in the College and the early diagnosis, treatment of students who have drug-related problems.

**Scope:** All students

**Responsibility:** Vice Principal of Curriculum and Quality  
Head of Student Services and Support

#### **Policy:**

This policy applies to all students attending courses at Macclesfield College. It applies to students on campus and outside College grounds within the student's normal College hours and to guests of students whilst on College grounds.

This policy will apply in any of the following circumstances (this list is not exhaustive):

- A student is found misusing drugs, alcohol, solvents or legal highs
- A student is suspected of having drugs, alcohol, solvents or legal highs on their person
- A student is suspected of dealing drugs, solvents or legal highs
- A staff member has information that drug related activity may be taking place on or off College premises
- A student is suspected of producing drugs
- A student is suspected of being under the influence of drugs (including alcohol and other substances)
- A student discloses that they or a family member or friend are mis-using drugs, alcohol, solvents or legal highs
- The police inform the College of a drug related incident involving a student

#### **Basic Principles**

It is an offence under Section 8 of the Misuse of Drugs Act 1971 for the management of establishments to knowingly permit the supply or production of any illegal drugs on their premises. It is also an offence to allow premises to be used for the smoking of cannabis or other drugs. The College has a zero tolerance policy towards the misuse of substances.

A drug is any substance taken into the body which alters the way in which the mind or body function. This policy and procedure refers to all controlled drugs listed under the Misuse of Drugs Act (1968) (Revised 1971, 1993 and 2005) and includes all three categories (A, B and C). This procedure also applies to alcohol.

Students found to be using, dealing or in possession of illegal drugs or alcohol will be subject to disciplinary proceedings under the College Disciplinary Procedure. Depending on the nature of the situation, the student may be excluded from the College.



The College may inform the police if it discovers or is informed of any student who is in possession of, using or dealing illegal drugs.

The College will support students who have problems associated with the abuse of illegal drugs and students are encouraged to contact Students Services or the College Counsellor in confidence. If a student wishes to talk to someone outside College they can seek advice from Talk to Frank which is a national drugs and alcohol support and advice service: 0800 776 6000 or [www.talktofrank.com](http://www.talktofrank.com) or more locally seek support via Just Drop In on 01625 665079 or [www.justdropin.co.uk](http://www.justdropin.co.uk)

Drug education in the college will aim to provide opportunities for students to develop their awareness, knowledge, understanding and attitudes to, and of, drugs. This will be delivered within the curriculum, tutorials and in partnership with external agencies.

### **Prescription Drugs**

Students taking prescribed medicines are expected to behave responsibly and adhere to instructions given by their GP or Pharmacist. Mis-use of prescribed medicines may lead to disciplinary proceedings under the College Disciplinary Procedure.

### **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 an individual they may still arrest them on suspicion of drug possession. Accordingly, the College will discipline any student who is found using, in possession of or dealing legal highs under the presumption that they are illegal drugs.

### **Solvents**

Solvents include aerosols, glue, cleaning fluid and lighter fuel. It is illegal for anyone to supply or offer to supply solvents to those under the age of 18 if they think they are intending to misuse them. Misuse can lead to impairment of brain function specifically in relation to movement, kidney and liver damage and sometimes death.

### **Alcohol**

Whilst alcohol is a legal drug for those aged 18 and over it is no less powerful than illegal substances. It is against the law for anyone **under 18** to buy alcohol in a pub, off-licence or supermarket or on-line. It's also illegal for a person to buy alcohol for someone under 18. Mis-use can lead to a wide range of physical health problems, either as a result of binge drinking or from drinking most days of the week over recommended levels. The problems caused by alcohol include cancers, heart problems, high blood pressure, stroke, liver disease, and falls and other accidents.

### **Procedure**

If a student is found or seen to be in possession of, dealing or using drugs, alcohol, solvents or legal highs or if anyone discovers any of the above, the Head of Student Services or the Student Liaison Officer should be contacted.

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. The



member of staff will store the substance securely and the College will take steps to deliver it to the police for disposal.

Through attending the College and agreeing to the code of conduct students agree that the College has permission to take possession of any alcohol and dispose of accordingly.

The Head of Student Services will initiate proceedings under the College's Disciplinary Procedure. In line with this, individuals concerned may be suspended while the investigation is carried out.

Parents will be informed.

If a student or member of staff suspects or knows a student to be under the influence of or in possession of drugs, alcohol or harmful substances, the Head of Student Services or Student Liaison Officer should be called. **The College has the right to request the student leave the premises where there is a suspicion even where no evidence is found.** This is to ensure the safety of the student and others around them. Parents will be informed.

In any suspected cases, the police may be informed and the College will support the police while they make their enquiries. The College may discipline the student either during the police investigation or after their investigation has been concluded, dependent on circumstances.

Individuals on campus who are not students of the College and are seen or suspected of using or dealing drugs will be asked to leave the College immediately and the police will be notified.

Anyone who has suspicions or knows of a student using or dealing drugs can contact Crimestoppers anonymously by calling 0800 555111 or on <https://crimestoppers-uk.org/>.

## **Reporting**

Reporting on issues relating to drugs, alcohol and substance mis-use will take place through the disciplinary system.

## **Staff Training**

Staff will have opportunities through the staff development programme to ensure they have up to date knowledge about drugs, alcohol, solvents and legal highs. The training will include the signs and symptoms relating to different drugs to ensure early identification of concerns and appropriate referrals to support service are made.