



DRUGS & ALCOHOL POLICY AND GUIDELINES

1. Introduction

This policy sets out the College's approach to drugs / alcohol issues and the procedure for dealing with students suspected of using, possessing and/or dealing in drugs. All staff have a duty to ensure that all incidents related to drugs and alcohol are dealt with promptly and rigorously.

Taking alcohol, drugs (including legal highs) and medicines may impair students' judgements and ability and put them and/or others, at risk. This is especially pertinent where students are required to use machinery or potentially dangerous equipment. In all cases where students put themselves or others in a situation of potential danger they should be instructed to stop work. Staff should follow the procedure and call Security and/or their Manager or a colleague if they consider the situation dangerous.

The purpose of the policy is to explain:

- How to proceed if suspicious substances and/or equipment are found
- How the College will proceed with individuals thought to be in possession of controlled drugs or alcohol
- The course(s) of action that may be taken
- The support the College and other agencies can offer

A flow chart of procedure is attached as Appendix A.

2. How to proceed if suspicious substances and/or equipment are found:

- 2.1 Alert a member of Security via Reception who will remove any evidence of drug use. Do not attempt to remove needles, hypodermic syringes, swabs, etc,. Security and cleaning staff have been trained to remove these. Any suspicious substances should be handed in to the Student Services Manager who will liaise with the Police over their disposal.
- 2.2 Contact the Student Services Manager to ensure the incident is logged in the 'Substance Misuse Incident Log' within 24 hours of the incident.
- 2.3 The Student Services Manager will ensure that any information which may assist the Police in informing them about patterns of behaviour and helps them identify and take action against dealers is passed to them.

Some possible indications of drug use include:

- Remains of self rolled cigarettes with small cardboard tube at one end – could indicate cannabis use

- Small squares of paper or polythene bags that may have contained amphetamine, cannabis or other drugs
- Bits of tin foil and/or spoons which may have been used to heat the drugs
- Empty cans of solvent, aerosols and plastic bags smelling of solvent based glue
- Discarded needles, hypodermic syringe, swabs etc.

THESE ITEMS SHOULD ONLY BE REMOVED BY SECURITY OR CLEANERS WHO HAVE BEEN TRAINED TO DISPOSE OF THEM SAFELY USING GLOVES, TONGS AND SHARPS BINS.

3. How to proceed where students are thought to be using or in possession of a controlled drug or alcohol:

- 3.1 Alert Security extension 2009 or via Reception on extension 0. Where possible Security Staff will confiscate any suspected controlled substance and/or equipment found. Security will call the Police if the student requires a search.
- 3.2 Any suspicious substances should be handed in to the Student Services Manager who will liaise with the Police over their disposal.
- 3.3 Contact the Student Services Manager to on extension 2180 to ensure the incident is logged in the 'Substance Misuse Incident Log' within 24 hours of the incident.
- 3.4 Where there is no hard evidence of drug or alcohol possession by a student but student's behaviour is such that College staff suspect that he/she is under the influence of drugs and /or alcohol, the student should be asked to stop work and the issue discussed with them privately.

If, following this discussion, staff still suspect that the student is under the influence of a substance then they should be suspended from College for the remainder of the day and return to College on the next day of study, sober and fit for work. If the student is under the age of 18, the staff member should call the student's parent / carer or emergency contact and ask them to collect the student from College to ensure the student's safety. In the case of adults, staff should check that the student can leave College safely and where this is judged not to be the case, the student's emergency contact / next of kin should be contacted to collect the student.
- 3.5 The Head of Area / Curriculum Leader will investigate the incident and where appropriate invoke the Behaviour for Success Policy and Procedure against the student.
- 3.6 For under 18's, the Head of Area / Curriculum Leader should broker a meeting with the student and his / her parents / carers prior to the student returning for study the next day.
- 3.7 If through staff discussion with the student and parent /carer, the student feels they have ongoing alcohol / and or drugs issues which are affecting their life and studies, and they are ready to acknowledge and deal with these issues, the student can be referred to the College's counselling service for help. Young people from Bolton aged under 18 can be referred to 360 which is the young people's substance misuse service – 01204 337330. Over 18's can be referred or make a self-referral to Bolton Integrated Drug and Alcohol Service (IDAS) - 01204 557 977. For help with referrals contact the Student Services Manager.

4.0 How to proceed if an individual is suspected of selling/supplying controlled drugs or alcohol

This is a serious offence which the College will not tolerate and students found selling/supplying drugs or alcohol may be excluded from college.

- 4.1 If an individual is suspected of selling/supplying drugs/alcohol the Police should be called and Security Staff informed on extension 2009 The telephone number for the local Police is: 0161 856 5619.
- 4.2 Contact the Student Services Manager on extension 2180 to ensure the incident is logged in the 'Substance Misuse Incident Log' within 24 hours of the incident.
- 4.3 Once the Police have completed their enquiries with the individual, if they are student at the College, the Head of Area / Curriculum Leader will organise an investigation into the incident and where appropriate the Behaviour for Success Policy will be invoked against the student. If the findings of the investigation are that the student was selling / supplying drugs or alcohol at College that it is very likely that they will be excluded from the College.

DRUGS & ALCOHOL GUIDELINES FLOWCHART

