

# Drugs, Alcohol and Substance Misuse Policy



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**Cross Ref to other policies/procedures:**

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| ● Inspire Trust Safeguarding including Child Protection Policy |
| ● TRC Student Behaviour and Conduct Policy                     |
| ● Inspire Trust Health and Safety                              |
| ● Inspire Trust First Aid                                      |
| ● TRC Student Code of Conduct                                  |

## Introduction

As an educational institution Thomas Rotherham College (TRC) has a responsibility to provide a healthy and safe environment for our students.

This policy has been developed in conjunction with DfE guidance to ensure that everyone is aware of the risks posed by the misuse of drugs and alcohol. It outlines the College's approach to supporting young people who may be struggling with drugs and alcohol misuse.

The College maintains the view that alcohol and drug use on college premises is entirely unacceptable; however, we recognise that a zero-tolerance policy can have a negative impact on some students, ie victims of child criminal exploitation (CCE). For this reason, at TRC students facing issues with drugs and alcohol are guided towards internal and external support systems, helping to re-frame their thinking and encourage positive choices. In addition, disciplinary measures are taken where/when appropriate.

## Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Children and Families Act 2014
- Education Act 2011
- Health Act 2006
- DfE and ACPO drug advice for schools 2012
- Misuse of Drugs Act 1971
- Psychoactive Substances Act 2016
- DfE Keeping children safe in education 2022
- DfE Searching, Screening and Confiscation 2022

This policy operates in conjunction with the following Inspire Trust/TRC policies:

- TRC Searching, Screening and Confiscation Policy
- Inspire Trust Safeguarding including Child Protection Policy
- Inspire Trust Health and Safety Policy
- TRC Student Behaviour and Conduct Policy
- Inspire Trust First Aid Policy

## Definitions

For the purposes of this policy, a “drug” is defined as any substance which, when ingested, alters perception and the way the body works. This definition includes but is not limited to:

- All illegal substances
- Alcohol
- Tobacco
- Solvents
- Medicines
- Legal highs/Psychoactive Substances

## Our commitment

- To uphold this and other related policies already in place ie Health and Safety, Behaviour and Conduct, First Aid.
- To provide a safe and healthy environment which is conducive to education.
- To deliver alcohol and substance misuse education and information to both staff and students.
- To ensure drug and alcohol related incidents are investigated and managed consistently in line with this policy.
- To ensure that students experiencing difficulties with drugs or alcohol are provided with appropriate internal support and referred to external support agencies as appropriate.
- To liaise with local services as necessary to provide support for students.
- To disseminate the policy across the College and provide training on implementation, guidelines, internal procedures and recording of incidents.

## Roles and responsibilities

### All staff

Whilst individual staff or teams have specific responsibilities, all members of staff are required to be aware of, and enforce this policy, taking steps to prevent the possession and use of controlled drugs and abuse of alcohol and other substances on college premises. Incidents involving alcohol or substance misuse should not be viewed as just the responsibility of a small number of individuals within the college.

### Safeguarding Governor

- Ensure that policy and procedures are in place to keep students safe from alcohol, drugs and other harmful substances in college.

### Designated Safeguarding Lead (DSL) / Lead safeguarding Officer

- Work with governors to ensure compliance with relevant legislation.
- Inform governors of any issues and developments concerning drugs and alcohol.
- Act on any concerns arising from student use of drugs and alcohol.

- Inform parents of any drug or alcohol related incidents concerning their son/daughter, if appropriate, and where doing so will not place the student at risk.
- Inform the police where they deem it appropriate to do so.
- Ensure a consistent approach to managing drug and alcohol incidents.
- Ensure that students experiencing difficulties with drugs, alcohol or substance misuse are offered internal support and/or referred to external support agencies as appropriate.
- Liaise with local services as necessary to provide support for students.
- Arrange training/information updates for teaching and pastoral support staff ensuring they can spot the signs of drug use and alcohol dependency and how to report and respond to incidents.

### **Teaching and Pastoral Support Staff**

- Attend training/read information updates on how to spot the signs and symptoms of use and dependency, and how to respond to a drug related incident.
- Report concerns regarding students' use of drugs and alcohol to the DSL.

### **Site Team**

- Check the college site for signs of drug and alcohol use and report any concerns to the DSL/Deputy DSL.

### **Students**

- Ensure they do not bring illegal or prohibited drugs or alcohol onto the College site or whilst engaged in any off-site activity i.e. trips, visits or sporting activities.
- Ensure they do not take drugs or consume alcohol whilst travelling to or from college or during lunch/break times.
- Ensure they do not arrive at college under the influence of drugs or alcohol.

### **Staff training**

- Staff will receive ongoing training as part of their professional development, ensuring they are alert to the need for early help for a student who is misusing alcohol and/or drugs or is in a home situation presenting challenges that include drug and/or alcohol misuse.

## **Student guidance**

- All students will receive age-appropriate guidance on drugs and alcohol as part of the tutorial programme and via regular safeguarding updates and campaigns.
- During the first half term of a new academic year, advice and guidance will be delivered to Y12 students covering college policy and the consequences of the possession and use of controlled substances and alcohol.

## **Smoking / Vaping**

- The college is a smoke/vapour free environment. This includes all buildings, playing fields car parks and communal areas. A designated Smoking/Vaping Shelter is provided for students adjacent to the Chancellor's Court car park.

## **Legal drugs and prescribed medicines**

- We understand that some students may require medication that has been prescribed by a doctor or other health professional.
- Prescribed medication may be brought onto the premises if the prescription requires it to be administered during the College Day. It must be in the original container as dispensed and senior leaders reserve the right to examine the medication and/or the dispensing container.

## **Solvents**

- Students are not permitted to bring solvent-based products onto the premises for the purposes of misuse.

## **Discovery of suspected or controlled substances**

- Where a suspected controlled drug or the equipment used in the consumption of illegal substances is found within college premises, the safeguarding team must be informed as soon as possible so appropriate action can be taken to ensure that the substances are removed or disposed of safely.
- Where the College is unable to identify the legal status of a drug, it will be treated as a controlled substance.
- Following the confiscation of a controlled substance, with a second adult present, the DSL/DDSL will seal the sample in a plastic bag and include details of the date, time of the confiscation, name of the student, and the name of the witness present.
- The DSL/DDSL will store the sample in a secure location in Student Services and complete an incident log.
- The incident will be reported to the Principal, and the police will be notified.

- If required, the College will provide the name of the student from whom the drugs were taken. Before doing so, staff will consider whether this is appropriate under the student's best interests and specific circumstances.
- Names will not be given to the police where the staff cannot be certain beyond reasonable doubt that the student in question was the one in possession of the drugs.
- A full report of the incident including the police incident reference number should be completed by DSL/DDSL and CPOMS.
- Any further support or disciplinary measures will be undertaken in line with the College's Student Behaviour and Conduct and Safeguarding Policies.
- Where controlled substances are found on college trips, staff should contact SLT/safeguarding for advice.

### **Students suspected of being under the influence of a controlled drug**

- In drug or alcohol related medical emergencies, trained First Aiders will be summoned via main reception and care will be provided in line with the First Aid Policy
- Following assessment by the First Aider, a decision will be made as to whether an ambulance will be called.
- An ambulance must be called immediately if the student is seriously ill or it is believed their life is at risk. A staff member should remain with the casualty until the trained first aider arrives.
- The DSL/DDSL should be informed immediately.
- If the student is well enough a search may be conducted and any controlled drugs confiscated for safe storage.
- The student's parent/carer will be informed if appropriate and, where doing so will not place the student at risk.
- If the pupil is felt to be at risk, the Child Protection and Safeguarding Policy will be followed, and if necessary, external services will be contacted.
- A Drugs, Alcohol, and other Harmful Substances – Incident Log (Appendix A) should be completed by the DSL/DDSL or first aider.
- Accidents and incidents, including near misses or dangerous occurrences, will be reported to the HSE following the College's Health and Safety Policy.

### **Students suspected of being in possessions of a banned substance**

- Students suspected of being in possession of alcohol or a controlled drug must be reported to a member of the safeguarding team.
- A member of the safeguarding team will begin a full investigation.
- A search will usually be conducted in line with the College's Searching, Screening and Confiscation policy. Any banned or illegal substances will be confiscated and stored or disposed of safely.
- The student may be suspended from college pending a full investigation.
- Parents/Carers will be informed, and arrangements confirmed for the student to return home safely.
- If deemed necessary, the police will be contacted by the DSL/DDSL.
- If the student is felt to be at risk, the Child Protection and Safeguarding Policy will be followed, and if necessary, external services will be contacted.
- Support will be offered where appropriate and disciplinary action will be taken in line with the college's disciplinary procedures. The outcome could be permanent exclusion.

### **Individuals suspected to be selling or distributing banned substances**

- Students suspected of being involved in the selling or distribution of illegal substances must be referred to the DSL/DDSL who will consult with the Principal before starting a full investigation.
- A suspected student may be searched in line with the college's Searching, Screening and Confiscation policy.
- If the police need to be contacted, a member of the safeguarding team will contact them.
- The student may be suspended from college pending a full investigation.
- Parents/Carers will be informed, and arrangements confirmed for the student to return home safely.
- Disciplinary action will be taken in line with the college's disciplinary procedures.
- A student found to be involved in the selling or distribution of controlled drugs would normally be excluded permanently from college, but the outcome of any police investigation will be taken into account during the disciplinary hearing.

## Threatening behaviour

- Aggressive and threatening behaviour by students under the influence of drugs or alcohol will be dealt with in-line with the Student Behaviour and Conduct Policy.
- Any student displaying aggressive and/or threatening behaviour may be removed from the premises provided they are not a danger to themselves or others. Parents/carers and/or the police may be contacted to ensure the student's safe return home.

## Searches

- SLT/safeguarding staff may use common law to search students (with their consent) for any prohibited item including but not limited to, tobacco, cigarette papers, illegal drugs, alcohol and solvents.
- Under part 2, section 2 of the Education Act 2011 SLT/safeguarding staff are authorised by the Principal to search for any prohibited item including but not limited to tobacco, cigarette papers, illegal drugs, alcohol and solvents if they have reasonable grounds for suspecting that the student is in possession of such an item. Any student refusing to co-operate will be suspended pending investigation. This may result in disciplinary action or losing their place at the College.
- A staff member carrying out the search can confiscate anything they have reasonable grounds for suspecting is a prohibited item under legislation or college rules. This includes “legal highs” and other potentially harmful materials which cannot immediately be identified.
- All searches will be conducted in line with the Searching, Screening and Confiscation Policy.

## Support

- The College understands that the misuse of drugs and alcohol can often be a sign of underlying issues; therefore, where practicable, students experiencing difficulties with drugs or alcohol will be provided with internal support where available and referred to external support agencies as appropriate.
- Staff are aware that behaviours linked to issues such as drug and alcohol misuse put students in danger. Pastoral staff are mindful of the need for early help for a student who is misusing drugs or alcohol, or where drug misuse is suspected by parents, carers or other family members.



## Child Criminal Exploitation (CCE)

CCE is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a young person into any criminal activity in exchange for something the young person needs or wants. CCE can include young people being coerced into moving, storing and selling drugs across the country (County Lines).

Staff are made aware of the following potential indicators of CCE:

- Appearing with unexplained gifts or new possessions
- Associating with other young people involved in exploitation
- Suffering from changes in emotional wellbeing
- Misusing drugs and alcohol
- Going missing from college/home and subsequently being found in areas away from their home
- Staff members are aware that illegal drug use or possession by students may indicate that they are victims of exploitation. The DSL/DDSL will use their professional judgement to consider CCE as an explanation for a student's drug-related behaviour before pursuing other support and disciplinary procedures.
- All concerns relating to CCE will be managed in line with the Child Protection and Safeguarding Policy.

## Managing Incidents

- Instances where students are found in possession or involved in drug or alcohol incidents will be managed in line with relevant policies ie Student Code of Conduct and Behaviour Policy, Child Protection and Safeguarding Policy. Where appropriate, the police will be informed.
- Following an incident, the DSL/DDSL will work with key members of staff, including progress tutors, CLASS and health and wellbeing staff, to assess the student's welfare and support needs and decide on the most appropriate course of action.
- Referrals will be considered to local youth, family or health services, and voluntary organisations, to provide support.
- The Principal will be responsible for deciding if it would be appropriate to suspend or withdraw the student, in line with the Student Behaviour and Conduct Policy; however, every effort will be taken to support students to adopt more healthy behaviours and choices before resorting to suspension or withdrawal.

## Useful Organisations

**Addaction** is one of the UK's largest specialist drug and alcohol treatment charities. As well as adult services, they provide services specifically tailored to the needs of young people and their parents. The Skills for Life project supports young people with drug misusing parents. Website: [www.addaction.org.uk](http://www.addaction.org.uk)

**ADFAM** offers information to families of drug and alcohol users, and the website has a database of local family support services. Tel: 020 7553 7640 Email: [admin@adfam.org.uk](mailto:admin@adfam.org.uk) Website: [www.adfam.org.uk](http://www.adfam.org.uk)

**Alcohol Concern** works to reduce the incidence and costs of alcohol-related harm and to increase the range and quality of services available to people with alcohol-related problems Tel: 020 7264 0510. Email: [contact@alcoholconcern.org.uk](mailto:contact@alcoholconcern.org.uk) Website: [www.alcoholconcern.org.uk](http://www.alcoholconcern.org.uk)

**ASH** (Action on Smoking and Health) A campaigning public health charity aiming to reduce the health problems caused by tobacco. Tel: 020 7739 5902 Email: [enquiries@ash.org.uk](mailto:enquiries@ash.org.uk) Website: [www.ash.org.uk](http://www.ash.org.uk)

**Drinkaware** - An independent charity that promotes responsible drinking through innovative ways to challenge the national drinking culture, helping reduce alcohol misuse and minimise alcohol related harm. Tel: 020 7307 7450 Website: [www.drinkaware.co.uk](http://www.drinkaware.co.uk)

**Drinkline** - A free and confidential helpline for anyone who is concerned about their own or someone else's drinking. Tel: 0800 917 8282 (lines are open 24 hours a day) Drug Education Forum – this website contains useful papers and briefing sheets for use by practitioners: Website: [www.drugeducationforum.com](http://www.drugeducationforum.com)

**DrugScope** is a centre of expertise on illegal drugs, aiming to inform policy development and reduce drug-related risk. The website includes detailed drug information and access to the Information and Library Service. **DrugScope** also hosts the Drug Education Practitioners Forum. Tel: 020 7520 7550 Email: [info@drugscope.org.uk](mailto:info@drugscope.org.uk) Website: [www.drugscope.org.uk](http://www.drugscope.org.uk)

**FRANK** is the national drugs awareness campaign aiming to raise awareness amongst young people of the risks of illegal drugs, and to provide information and advice. It also provides support to parents/carers, helping to give them the skills and confidence to communicate with their children about drugs. 24 Hour Helpline: 0800 776600 Email: [frank@talktofrank.com](mailto:frank@talktofrank.com) Website: [www.talktofrank.com](http://www.talktofrank.com)

**Mentor UK** is a non-government organisation with a focus on protecting the health and wellbeing of children and young people to reduce the damage that drugs can do to their lives. Tel: 020 7739 8494. Email [admin@mentoruk.org](mailto:admin@mentoruk.org) Website: [www.mentoruk.org.uk](http://www.mentoruk.org.uk)

**Family Lives** - A charity offering support and information to anyone parenting a child or teenager. It runs a free-phone helpline and courses for parents and develops innovative projects. Tel: 0800 800 2222 Website: <http://familylives.org.uk>

**Re-Solv** (Society for the Prevention of Solvent and Volatile Substance Abuse) A national charity providing information for teachers, other professionals, parents and young people. Tel: 01785 817885 Information line: 01785 810762 Email: [information@re-solv.org](mailto:information@re-solv.org) Website: [www.re-solv.org](http://www.re-solv.org)

**Smokefree** - NHS Smoking Helpline: 0800 169 0 169 Website: <http://smokefree.nhs.uk>

**Stars National Initiative** offers support for anyone working with children, young people and families affected by parental drug and alcohol misuse. Website: [www.starsnationalinitiative.org.uk](http://www.starsnationalinitiative.org.uk)

**Youth Offending Teams** – Local Youth Offending Teams are multi-agency teams and are the responsibility of the local authority, who have a statutory duty to [prevent offending by young people under the age of 18. Website: <https://www.gov.uk/youth-offending-team>

## Appendix A - Drugs, Alcohol, and other Harmful Substances – Incident Log

What type of incident are you reporting? (Tick as appropriate)

|  |                          |  |                          |
|--|--------------------------|--|--------------------------|
| Student in possession of unauthorised drugs              | <input type="checkbox"/> | Drug paraphernalia found on college premises         | <input type="checkbox"/> |
| Student supplying unauthorised drugs on college premises | <input type="checkbox"/> | Parent expressing concern over potential drug misuse | <input type="checkbox"/> |
| Student disclosure of drug use                           | <input type="checkbox"/> | Incident occurring outside college premises          | <input type="checkbox"/> |
| Emergency intoxication                                   | <input type="checkbox"/> |  |                          |

| General details   |  | Student information |  |
|---|--|---------------------|--|
| Date of incident  |  | Student ID No       |  |
| Time of incident  |  | Student Name        |  |
| Has the student been involved in previous incidents?                                      |  | DOB                 |  |
| Incident details  |  |                     |  |
| Drug(s) involved (if known)   |  |                     |  |
| Staff reporting incident  |  |                     |  |
| Details of incident   |  |                     |  |
| Has any further action been taken? Give details including who has been contacted/informed |  |                     |  |
| Police incident reference number (if applicable)  |  |                     |  |
| First aid details   |  |                     |  |
| Was first aid given?  |  |                     |  |
| If yes, who gave the first aid?   |  |                     |  |
| Was an ambulance called?  |  |                     |  |
| Who called them?  |  |                     |  |

| Drug details   |  |
|--|--|
| Were any drugs found/removed?                                |  |
| Name of witness:   |  |
| Signature of witness:  |  |
| Disposal arrangements:                                       |  |
| Parental details   |  |
| Were parents informed?                                       |  |
| Reason for deciding not to inform parents, where applicable: |  |
| Name of parent informed, where applicable:                   |  |
| Who informed them of the incident?                           |  |
| At what time were they informed?                             |  |
| Administrative details                                       |  |
| Form completed by:   |  |
| Job role:  |  |
| Signature:   |  |
| Follow-up action taken                                       |  |
|  |  |

