

## **POLICY ON DRUGS AND RELATED ISSUES**

### Guidelines for staff and students

Role Responsible:	Assistant Principal (Students)
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## **1 BACKGROUND**

- 1.1 The College has a responsibility to provide support, guidance and information for all students on drug-related issues.
- 1.2 The College has a policy of maintaining a drug free environment (for all illegal drugs), both within the College itself and its confines. It believes that the misuse of all drugs is detrimental to the health and well-being of an individual and to the College community as a whole.
- 1.3 This policy sits alongside, and is consistent with, the College's safeguarding policies.

## **2 DEFINITION**

- 2.1 A drug is any substance taken into the body which alters the way in which the mind and/or body functions. This includes alcohol, tobacco, illegal drugs, medicine and 'legal highs'.

## **3 AIMS**

- 3.1 The College aims to:
  - help students in making informed decisions about drugs;
  - reduce the number of students who start misusing drugs;
  - dissuade existing users;
  - offer advice and support to those who seek it;
  - maintain a drug-free environment for all illegal drugs.

## 4 REGULATIONS

- 4.1 Smoking. In view of the overwhelming evidence that smoking can seriously damage health, it is preferred that students do not smoke. Those who do smoke, or vape, may only do so in the designated area. Students who are unwilling to cooperate with this rule will be referred by any member of staff to the appropriate Head of Faculty and will be disciplined in line with the Support Process.
- 4.2 Alcohol. Students must not bring alcohol on site or come onto site under its influence. Any member of staff who finds a student's behaviour impaired by alcohol will at their discretion remove the student from their class and refer him/her to the appropriate Head of Faculty or to the Assistant Principal (Students). Students should never be sent home while under the influence of alcohol or illegal drugs. Students who are found with alcohol in their possession by any member of staff will be referred to the appropriate Head of Faculty or to the Assistant Principal (Students) and will be disciplined in line with the Support Process.
- 4.3 Illegal drugs. The possession and supply of illegal drugs are criminal offences. Students must not have illegal and non-medically approved drugs on site. ***A confidential email address ([safeguarding@itchen.ac.uk](mailto:safeguarding@itchen.ac.uk)) is available for students or staff who suspect that a student is breaking the law.*** Students must not come on site under the influence of illegal drugs. Any student in breach of these regulations will be referred immediately to the appropriate Head of Faculty and will then automatically be referred to the Assistant Principal (Students). This will lead to suspension or formal expulsion from College. The police may be involved. Students should never be sent home while under the influence of alcohol or illegal drugs. Any students implicated in the supply of drugs on site, either directly or indirectly, will be referred to the Assistant Principal (Students). This will lead to suspension or formal expulsion and the police may be involved. After suspension, students and their parent/carer should then have a meeting with the Assistant Principal (Students), should they wish to return.

## 5 OFF-SITE ACTIVITIES WITH REFERENCE TO SMOKING AND ALCOHOL

- 5.1 This relates to all College off-site activities where members of staff are responsible for students. Legal regulations must be observed at all times. Staff responsible for such activities must establish appropriate rules for their activity. All parties should be fully aware of these rules.

## 6 SEARCHING AND CONFISCATION

- 6.1 All staff can search a student for drugs, if the student agrees. The Principal and staff authorised by them have a statutory power to search students or their possessions, without consent, where they have reasonable grounds for suspecting that the student may have illegal drugs. Staff conducting the search should be of the same sex as the student being searched, and there must be a witness (also a staff member) and if

possible, they should be the same sex as the student being searched. Staff can seize any prohibited drug found as a result of a search. If there is any doubt around the legal status of a drug, it should be treated as a controlled drug.

- 6.2 Following a search, whether or not anything is found, notes should be made in the Incident Database on IRIS of the person searched, the reason for the search, the time and place, who was present, the outcome and any follow-up action.
- 6.3 Alternatively, staff can simply ask a student suspected of carrying illegal drugs to turn out his or her pockets or bag, and if the student refuses they should be disciplined in line with the Support Process
- 6.4 In taking temporary possession and disposing of suspected controlled drugs, staff are advised to:
- ensure that a second (staff) 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 it in a secure location, such as a safe or other lockable container with access limited to senior members of staff;
  - notify the police without delay, who will collect it and then store or dispose of it in line with locally agreed protocols.
  - record full details of the incident, including the police incident reference number;
  - inform parents/carers, unless this is not in the best interests of the student;
  - identify any safeguarding concerns and develop a support and disciplinary response

## **7 WORKING WITH THE POLICE**

- 7.1 The Assistant Principal (Students) will be the senior member of staff overseeing and coordinating drug issues. The college will liaise with the police on drug issues, and agree a shared approach to dealing with drug-related incidents. Generally the approach will be centred around educating students rather than criminalising them.

## **8 SUPPORT AND ADVICE**

- 8.1 Drug education is included in the college's tutorial programme and delivered in a supportive environment, where students feel able to engage in open discussion and feel confident about asking for help if necessary.
- 8.2 Staff are trained annually to ensure that they are updated on current trends and the local context. Training includes reference to 'County Lines' and other concerns around drug dealing.
- 8.3 The College is committed to giving support and advice on **any** drug-related issue and students are actively encouraged to approach any member of staff with whom they feel comfortable. A range of support services exist both within College and in the wider

community. The College will make details of these services readily available to all students. These include:

### **IN COLLEGE**

**The College Counselling Service** – confidential support from trained counsellor. For appointments complete a 'Time to Ask for Help' card, email [dfinch@itchen.ac.uk](mailto:dfinch@itchen.ac.uk) or visit Student Services (W29) to make an appointment.

**Student Services** – immediately accessible information concerning local and national organisations. Drop in at any time to pick up information leaflets.

**NO LIMITS - Centre Drop in** – for confidential advice available Tuesday lunchtime. Please see notice boards and student handbook for venue and opening times.

### **OUTSIDE COLLEGE**

Help numbers:

Adfam National	020 7553 7640
Positively UK - AIDS helpline	020 7713 0444
Alcoholics Anonymous	0800 9177650
No Limits - including DASH	023 8022 4224
E's Up (Portsmouth/Hants) - Addiction Treatment Centre	023 9282 5140
Families Anonymous (support for parents of drug users)	020 7498 4680
National Drugs Helpline	0800 776600
New Road Centre	023 8071 7171
Samaritans	116 123
Soton City Quitters	023 8051 5221
Catch 22 (for Hampshire students)	0845 459 9405

Additional advice and support:

[Drugs: DfE advice for schools](#)

[Drugs Strategy 2017 - Home Office](#)

['Talk to Frank' information and advice on drugs](#)

[Quit Smoking - Advice from NHS](#)

[Drugs Guidance for Further Education Institutions](#)

[Drugwise - Education and Prevention](#)

In monitoring the impact of this policy and procedure, the College will have due regard to its Equality and Diversity Policy and its single Equality Duty. It will consider any concerns raised or complaints received, based on student and staff data, feedback, surveys and/or professional judgement. If you have a question or a suggestion to improve the policy, please contact the Assistant Principal (Students).

