

PETER SYMONDS COLLEGE DRUGS AND ALCOHOL POLICY AND PROCEDURES

Date Reviewed by SMT:	May 2019
Date Approved by Governors:	June 2019
Next Review Date:	June 2022

Peter Symonds College recognises the risks posed to students by the misuse of drugs and alcohol and our responsibilities under relevant legislation. This policy applies to all College activities, including those outside the normal working day and off site, like College trips and visits.

Definition: a drug is any substance, taken in to the body, which alters the way in which the mind or body functions.

Policy Statement

The following principles underpin our approach:

Education: we are committed to the promotion of drugs and alcohol education and helping students to make informed decisions about their own lives.

Safety and well-being: we are committed to providing a healthy and safe environment for all. In order to maintain this environment, the use and supply of drugs and alcohol is prohibited. Under the 2001 Amendment to Section 8 of the Misuse of Drugs Act 1971, it is a criminal offence for a College to knowingly allow the premises to be used for the administration or use of any controlled substance, along with to knowingly allow the supply and production of any controlled substance.

Zero-tolerance: any student found in possession and/or using any drug, alcohol or related paraphernalia will be subject to formal disciplinary procedures. Parents will be notified as soon as possible. The College may also contact the Police, especially if students are found passing on or dealing in drugs. For individual students, it is a criminal offence to be in the possession of a controlled substance, and possession with intent to supply is a more serious offence.

Support: we will provide support for students if they approach us for help about the effects of drug or alcohol use, which may include a referral to an external agency.

In line with the Hampshire Children's Trust Drugs Use and Misuse Policy (Sept 2012), the College will:

- Provide accurate and up to date information about drugs and alcohol.
- Tackle problem behaviour and take action where appropriate, including formal disciplinary action in instances of student abuse of drugs or alcohol.
- Work with external agencies like the police and health services and Catch 22 to prevent drug and alcohol misuse and support students who see drugs and alcohol as an issue in their lives.
- Create an environment where young people can reflect on their own and others' attitudes to drugs and alcohol, and where misconceptions can be challenged.
- Manage any issues that arise sensitively, within the limits of confidentiality.
- Involve young people in the planning and delivery of drug and alcohol education.
- Set clear boundaries for behaviour.

- Provide links to services and other agencies, such as Catch 22.
- Regularly review and evaluate the above. (*Awaiting feedback from Catch 22*)

This will include:

- a) Making clear to all students the College's position with regard to drugs and alcohol in the Student diary/handbook, with a reminder that a criminal record for the possession or supply of drugs may affect their ability to practice in certain professions, such as the health professions, social work, teaching, and the law. Even a caution can limit career choices. In addition, travel to some countries, most notably the United States of America, is impossible once a conviction for drug use is obtained.

It is the responsibility of the Deputy Principal (Welfare & Progression) or the Director of Adult & Higher Education in the Adult & Higher Education Division to ensure that students are aware of this policy and to co-ordinate and monitor its implementation.

- b) Unannounced visits to the College by the Police and a drugs sniffer dog. As a result, students may be searched and arrested by the Police. If this is the case, formal disciplinary action will follow and parents/guardians notified.

In addition, for 16 to 19 year old students:

- c) Ensuring that relevant health information describing the risks associated with drugs and alcohol is always available to students, and that regular information events are held each academic year, drawing on the expertise of relevant external agencies. This is the responsibility of the Head of Student Welfare.
- d) The Symonds lecture programme and Tutorial programme will provide opportunities for students to explore their attitudes to drugs and alcohol, and that of others, and where misconceptions can be challenged. This is the responsibility of the Deputy Principal (Welfare & Progression), in conjunction with the staff responsible for both programmes.

Procedures

Responding to suspicions:

- If the College has good reason to suspect that a sixth form student is using drugs or alcohol, but has no definite evidence, the Deputy Principal (Welfare & Progression) or Head of Faculty will inform parents/guardians of that suspicion and warn the student of the consequences if they were found to be using drugs or alcohol in the future. However, this will depend on individual circumstances and be at the discretion of the Deputy Principal (Welfare & Progression) or Head of Faculty. For boarding students, the Head of Boarding will always be involved.
- Where staff have reasonable grounds for suspicion, students can expect their possessions and locker (and room if a boarder) to be searched and parents/guardians informed. Consent to such a search is a condition of enrolment, as set out in the Student Contract. Following contact with parents/guardians, students may be required to undertake a drugs test.

- Support will be offered to the student from the Student Services department, who can also refer the student and their parents/guardians to a relevant external agency like Catch 22, if appropriate.
- If there are any concerns about a student at the Adult and Higher Education Division using drugs or alcohol, but there is no definite evidence, the concern will be passed on to the PA to the Director of the Division so that an appropriate member of staff can be identified to discuss the matter further with the student.

Responding to a drugs incident:

- If a member of staff or a student observes a person on the College site using drugs, they should inform the relevant senior manager. This will usually be the Deputy Principal (Welfare & Progression), a Head of Faculty, the Head of Boarding, the Director of Adult & Higher Education or the Business Manager at AHED.
- If the user is thought to be at risk from his or her usage, the College Nurse or a First Aider should be called and, if appropriate, safeguarding procedures followed.
- Where there is Acute Behavioural Disturbance/Excited Delirium/Excited Delirium Syndrome caused by drug use, it will be important for medical assistance to be sought as soon as possible. (See Appendix 2)
- If a member of staff confiscates drugs from an individual, this should be witnessed by at least one other member of staff and the substance should be taken to a senior manager immediately in order that it may be identified and dealt with appropriately. Staff should NOT retain the substance for safekeeping, or they may place themselves at risk.
- The senior manager should seal the substance in an evidence bag or container and secure it in a locked safe place for collection by the police, in accordance with the agreed police protocol.
- All staff involved in any incident should make a record of the action they have taken immediately after the event and pass this record to the Deputy Principal (Welfare & Progression), Head of Faculty, Head of Boarding, Director of Adult & Higher Education or Business Manager at AHED, as appropriate.
- The matter will then be dealt with by the senior manager.
- If the matter involves a visitor or intruder, the police will be notified and/or the visitor or intruder will be escorted off site.
- Where a student is involved, the Deputy Principal (Welfare & Progression), Head of Faculty, Head of Boarding or Director of Adult & Higher Education will interview the student and decide how to proceed. In all cases, the College reserves the right to notify the Police, either to seek their advice or to report a crime.

- Support will be offered to the student from the Student Services department and the college Counselling Service, who can also refer the student and their parents/guardians to a relevant external agency like Catch 22.

Sanctions:

For possession of drugs and/or related paraphernalia, a student will usually be suspended as soon as possible and parents/guardians informed. This allows time for further investigation and could lead to permanent exclusion. If the student is allowed to return to College, the student will be required to provide an undertaking not to use drugs or be under the influence of drugs on site again.

Support will be offered, as appropriate, from the Student Services department, the college Counselling Service and/or the Lead Tutor or Head of Faculty.

Where a student is found to be dealing in drugs, the College will inform the Police and permanently exclude the student.

Responding to an alcohol related incident:

- If a member of staff or a student observes a person on the College site using alcohol or under the influence of alcohol, they should inform the relevant senior manager. This will usually be the Deputy Principal (Welfare & Progression), a Head of Faculty, the Head of Boarding, the Director of Adult & Higher Education or the Business Manager at AHED.
- If the user is thought to be at risk from his or her usage, the College Nurse or a First Aider should be called and, if appropriate, safeguarding procedures followed.
- If a member of staff confiscates alcohol from an individual, this should be witnessed by at least one other member of staff and the substance should be taken to a senior manager immediately in order that it may be identified and dealt with appropriately.
- All staff involved in any incident should make a record of the action they have taken immediately after the event, and pass this record to the Deputy Principal (Welfare & Progression), Head of Faculty, Head of Boarding, Director of Adult & Higher Education or Business Manager at AHED, as appropriate.
- The matter will then be dealt with by the senior manager.
- If the matter involves a visitor or intruder, the police may be notified and/or the visitor or intruder will be escorted off site.
- Where a student is involved, the Deputy Principal (Welfare & Progression), Head of Faculty, Head of Boarding or Director of Adult & Higher Education will interview the student and decide how to proceed.

- Support will be offered to the student from the Student Services department and the college Counselling Service, who can also refer the student and their parents/guardians to a relevant external agency, if appropriate.

Sanctions:

On the first occurrence, the student will usually be suspended for a minimum of two college days and parents/guardians will be informed. Support will be offered, as appropriate.

A repeat occurrence will result in permanent exclusion.

Related policies, documents and sources of information:

- Student Disciplinary Policy and Procedure
- Student Contract
- Student Handbook
- Guidance on the use of reasonable force & restraint
- Guidance on searching student possessions, rooms and electronic devices
- Student Intranet: <https://intranet.psc.ac.uk/student-services/home.php>
- Recommended website for students and parents: <http://www.talktofrank.com/>
- Catch 22: www.Catch-22.org.uk

Appendix 1:

PROTOCOL FOR SFC STAFF: DRUGS AND ALCOHOL MISUSE BY STUDENTS

All staff have a responsibility to safeguard students and have the authority to challenge students if there are concerns about the misuse use of drugs and alcohol.

Suspicious in class

If you suspect a student in your class might have used drugs or alcohol (eg a smell or disruptive behaviour), you should escort the student to Student Services and the staff there can call the Security Officer and conduct a search. They will then follow the procedure set out in the Drugs Policy. Please then raise an A4P to document that you did this.

If you are unable to escort the student, instruct the student to leave your class and present themselves to Student Services (and try to let Student Services know via email or phone ext 7547). The staff there can call the Security Officer and conduct a search; they will then follow the procedure set out in the Drugs Policy. You must also raise an A4P to document that you did this and for the Tutor/Lead Tutor/Head of Faculty to follow up in case the student did not present themselves at Student Services as instructed.

Suspicious in the LRC or elsewhere on site

Ask to see the students' ID card and make a note of the name and tutor group. Alert a senior member of staff by phoning the Secretariat. They will either attend straight away or catch up with the student later, when in a class for example.

When a student is clearly under the influence of a substance

The immediate priority is to ensure that the student is safe, so First Aid assistance should be called as per the usual First Aid procedure. Also, alert a senior member of staff by phoning the Secretariat, who will also liaise with the College Nurse/First Aid team. A member of SMT or Head of Faculty will usually meet them in the First Aid room. In emergency situations, they will attend the location with the College Nurse/First Aid team.

If the student's behaviour is challenging, the Security Officer should also be called to assist. Alert the Secretariat when you contact them, who can do that for you.

Parents will be contacted and the procedure set out in the Drugs policy followed.

Off-site activities

If suspicions arise during a college activity off site, you must report them to the Head of Faculty as soon as possible on your return to college, and record that you have done this via an A4P.

If a student is clearly under the influence of drugs or alcohol on a college trip, then make contact your emergency contact as soon as possible to discuss and agree how the matter will be managed. This will depend on your location and expected return to college.

In emergency situations medical assistance must be sought, either from the First Aid provider in the venue or by calling 999 or emergency services abroad. In all cases, parents will be contacted.

Boarding

Staff should follow the procedures set out in the staff handbook for boarding staff and advised by the Head of Boarding.

Appendix 2:

The Psychoactive Substances Act May 2016 makes it an offence to produce and/or supply any substance intended for human consumption that is capable of producing a psychoactive effect.

New psychoactive substances can contain one or more chemical substances which produce similar effects to cocaine, cannabis and ecstasy.

What is Acute Behavioural Disturbance, Excited Delirium or Excited Delirium Syndrome?

This is not a condition or illness in itself, but a side effect that can present following use of New Psychoactive Substances. It can also be caused by drugs such as cocaine, methamphetamine or amphetamine and may be linked to physical and mental ill-health.

The presentation of acute behavioural disturbance occurs with a sudden onset, with symptoms of bizarre and/or aggressive and irrational behaviour, shouting, paranoia, panic, violence toward others, unexpected physical strength, insensitivity to pain and hyperthermia (over heating).

What to do if I suspect it?

A key decision for staff is to assess whether a student experiencing these symptoms sees them as an ally, or whether their presence make them feel less safe. As soon as staff reach a point where calming and defusing is clearly not working, they need to consider the following steps:

- Immediate Response - make an initial attempt to de-escalate
- Immediate Response – contact emergency services
- Immediate Response – evacuation and/or containment; other students should be asked to leave the area so that the situation can be contained and made a safe as possible
- Secondary Response – restraint; college staff can use restraint that is reasonable and proportionate to prevent a student pupil from causing personal injury to themselves or another person. Young people with symptoms of acute behavioural disturbance can display significant physical strength. In these circumstances, restraint carries a potential risk to the young person and staff; therefore, it should be considered as a last resort.

Taken from “New Psychoactive Substances & Acute Behavioural Disturbance - Guidance for Educational Settings” (Hampshire Safeguarding Children Board, October 2016)