



exeter college

Substance Misuse Policy

Written by: Cheryl Skeggs
CLT Sponsor: Kristyn Woodward
Consulted with: YSMART; College Wellbeing Team
Reviewed: November 2021
Next Review Date: November 2023



1 Purpose

- 1.1 The College is committed to the health and safety of all of its learners, staff and visitors and will always take action to safeguard their well-being. This policy therefore, seeks to ensure that Exeter College is consistent in its approach to dealing with issues surrounding substance misuse on its premises; both in terms of its legal obligations and statutory responsibilities under 'Keeping Children Safe in Education' 2021 and the DfE and ACPO Drug Advice for schools 2002 https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/270169/drug_advice_for_schools.pdf and in the way in which individuals concerned are supported and dealt with.
- 1.2 The College will always take the issue of the misuse of substances, including alcohol, solvents, prescribed drugs and psychoactive substances seriously. Staff and student policies and procedures confirm this position. The College recognises and accepts it has a legal responsibility under the Misuse of Drugs Act (1971) and the Drugs Act 2005 and Psychoactive Substances Act 2016 and will co-operate fully with the Police Authorities in upholding the law on substance abuse as stated in these Acts.
- 1.3 The College understands the importance of its safeguarding and pastoral role in the welfare and wellbeing of all of its students and in line with the general ethos of the College, will seek to support students who request help with issues related to substance misuse. The College also acknowledges the supportive relationship that exists between students and staff and the issues of confidentiality and trust which surround it.
- 1.4 The college recognises the need to educate about the risks and consequences of substance misuse. This will be achieved through regular training sessions for staff and as part of the PDP for students.

2 Definitions

- 2.1 For the purpose of this policy the College defines a substance as:
- All illegal drugs – those controlled by the Misuse of Drugs Act 1971 as amended
 - All psychoactive substances as described in the Psychoactive Substances Act 2016 including nitrous oxide (Nox/NOS)
 - All legal drugs including alcohol; volatile substances and alkyl nitrates (poppers)
 - All over the counter medications and prescribed medicines used or offered for supply in a manner other than as prescribed or quantities of these that may give cause for concern.
 - "Drug paraphernalia" which may include but is not limited to: pipes, grinders, tin foil, needles, syringes, bongs, small mirrors, spoons, short plastic straws, stills, tubes of glue, bottles or aerosol cans with hardened glue, sprays or paints or chemical odours.
- 2.1 For the purpose of this policy, the College defines substance misuse as:
The non-medical use of any substance, e.g. illegal drugs, psychoactive substances, prescribed drugs, solvents, and alcohol, to effect changes in mood, perception or physical performance.
- 2.2 For the purpose of this policy, the College defines a substance misuse incident as: **Incidents that are likely to involve observations, disclosures, discoveries or suspicions involving illegal and other unauthorised drugs (as identified in the definition of substances listed in this policy) which includes alcohol, prescribed medicines and psychoactive substances (previously known as 'legal highs').**
- These incidents could involve:
- Possession of a substance
 - Being under the influence of a substance
 - Dealing/selling a substance
 - Cultivation of a substance
 - Disclosure of own substance misuse
 - Disclosure of another student's substance misuse

- Disclosure of parent/relative/partner's substance misuse
- Drugs or associated paraphernalia found on a person or on college premise
- Overdose - either intentional or unintentional
- Intent to overdose

3 Policy

3.1 This policy sets out the Exeter College's approach to dealing with substance misuse incidents to ensure a consistent approach and a safe and supportive learning environment for all learners, staff and visitors.

3.1 The College aims to:

- actively discourage and prohibit the misuse of substances, including alcohol, solvents, prescribed drugs (except where medically necessary) and psychoactive substances on its premises
- safeguard students, staff and visitors to the College from the hazards associated with alcohol and substance misuse in line with Government guidelines, 'Keeping Children Safe in Education' 2021, Ofsted Common Inspection framework 2015, the 1971 Misuse of Drugs Act the 2005 Drugs Act and the 2016 Psychoactive Substances Act.
- identify help and support for those learners who are affected by alcohol and substance misuse or whose relatives/partners are affected by substance misuse and signpost to appropriate services.
- inform and educate learners and staff, in line with local and national concerns and trends around substance and alcohol use
- take action in every case where there are learners possessing, using, cultivating or dealing any such substances on college premises or in walking/travelling between sites as part of the college day or on residential activities
- deal consistently and appropriately with incidents of misuse in line with the College's Support and Conduct process and with due regard to the College's Safeguarding and Child Protection policy and Health and Safety policy
- inform parent/carer/NOK of students under 18 years of age or where identified as a vulnerable adult, when a substance misuse incident/concern is identified and signpost parent/carers/NOK to appropriate external support services.

4 Implementation

4.1 This policy applies to everyone within the organisation; including learners, staff, visitors and contractors regardless of their status or seniority.

4.1 It applies to substance misuse within, or having an effect within, the grounds and premises of the College during normal working hours and also in the case of extraordinary hours e.g. on visits, trips or a residential. This includes all settings where College activity (including walking between sites, off site visits, residential and work placements) are taking place.

4.2 Where information regarding substance misuse out of College core hours is reported to the College e.g. weekends, evenings, holiday periods, then the College will respond to this if appropriate, following the procedures set out in this policy.

4.3 Organisation and responsibility - Exeter College will always try to:

4.3.1 Maintain confidentiality, in accordance with college policies and support referrals, as appropriate, taking into account safeguarding concerns.

4.3.2 Establish links with suitable sources of professional advice and treatment.

- 4.3.3 Make learners, staff, parents, carers aware of this policy and associated procedures through the student and parental information and in house publications.
- 4.3.4 Make provision for appropriate training, both for those involved in implementing the policy and for college staff as a whole.
- 4.3.5 Facilitate time off for advice and treatment in accordance with the normal learner absence arrangements.
- 4.3.6 Facilitate and support, the return to studies where appropriate, as soon as is possible.
- 4.3.7 Assess the severity of incidents and carry out the normal support and conduct procedures if behaviour endangers others or is considered to be seriously affecting the individual or College community.
- 4.3.8 Ensure the College is a safe place for all staff, students and visitors. Any person on the College premises who is not directly linked to the College and is suspected or found to be involved in substance misuse related issues will be asked to leave the premises immediately and/or reported to the police.

5 Staff Responsibilities

College staff will:

- 5.1 Observe the commitments and responsibilities as identified above and follow the procedures to ensure the safety of students, themselves, other staff and visitors at all times, always recognising that all staff have a responsibility to safeguard young people and vulnerable adults.
 - 5.1.1 Where appropriate, encourage learners to access advice and support from appropriate agencies – via a CPOMS referral to the Wellbeing Team (SED).
 - 5.1.2 Ensure that they do not appear to or actually condone any offence by failing to report any suspicion or obvious abuse.
 - 5.1.3 Report students to the appropriate Faculty Head and college Safeguarding Leads, where any actions may compromise the health and safety of themselves and others and place the College at risk.
 - 5.1.4 Inform parents/carers/NOK when a student is identified as being under the influence of an illegal substance, where the student is under 18 or identified as a vulnerable adult. We will always try and get a student's permission to contact parent/carers/NOK but if we feel there are safeguarding risks that override this, then we will do this without a student's consent.
 - 5.1.5 Record any substance related safeguarding and welfare concerns on the College's Child Protection and Safeguarding system (CPOMS)
 - 5.1.6 If approached by the media, the College will refer to the Head of Marketing & Communications who will inform the Principal.
 - 5.1.7 The Safeguarding and Wellbeing team will provide training, education and information on substance misuse, including alcohol and psychoactive substances and will place resources on the College staff and student hub for ease of access
 - 5.1.8 The Safeguarding Leads will ensure that the College's policy on Substance Misuse is reviewed biannually and is kept up to date with changes in legislation
 - 5.1.9 Safeguarding leads will inform the Police where necessary when a potential crime has been committed.

5.1.10 Ensure that all incidents and safeguarding concerns are recorded using CPOMS.

5.1.11 Make themselves familiar with the procedures for dealing with substance misuse found on the Staff Hub at the link below (Including what to do if you have concerns that a student maybe under the influence of alcohol or an illegal substance).

<https://adexecollacuk.sharepoint.com/sites/safeguarding/SitePages/FlowCharts.aspx>

Designated persons in the College are:

- Steven Strang Director of Estates & IT
- Kristyn Woodward Designated Safeguarding Lead
- Cheryl Skeggs Deputy Designated Safeguarding Lead

6 Learners can expect:

6.1.1 If a learner brings to the College's attention a personal substance, misuse problem or information that he/she is affected by the substance misuse of a partner or relative, then they can expect:

- confidentiality as far as is possible within the constraints of the law and safeguarding
- encouragement and support to seek help at the earliest opportunity
- referral to an appropriate source of support/advice
- information and education on substance related issues
- support through PDP and Wellbeing
- a reasonable and proportionate response to incidents

7 Associated Documentation

- 7.1 [Student Agreement and Code of Conduct](#)
- 7.2 [Staff Code of Conduct](#)
- 7.3 [Managing a Substance Misuse Incident Flow Chart](#)
- 7.4 [Child Protection and Safeguarding Policy](#)
- 7.5 [Support and Conduct Procedures](#)
- 7.6 [Health and Safety Procedures](#)

8 Monitoring, Review and Evaluation

8.1 This policy will be reviewed every two years.

8.2 The Senior Leadership Team is responsible for approving the Substance Misuse Policy

8.3 The definitive version of this policy is stored on the [College Leadership SharePoint page](#)