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## 1. Introduction

- 1.1. Chichester College aims to provide students with the knowledge, attitudes and skills to be able to make an informed decision about drugs and alcohol through a combination of drugs and alcohol education and prevention.
- 1.2. The college acknowledges that a positive ethos helps students to feel valued and part of the college community. In so doing, it helps to foster positive self-images, which may help students to cope better in situations involving drugs, alcohol and substance use.
- 1.3. The college is committed to the welfare, health and safety of its students and will take action to safeguard their well-being. It also recognises, however, that people may take risks from time to time, and that for some, misusing drugs and alcohol is one of these risks. The college condones neither the misuse of drugs and alcohol by any member of the student or staff body, nor the illegal supply of these substances on college premises or work placements.
- 1.4. Chichester College is committed to an equality of opportunity that is intended to be an integral part of college life. The aim is to create an environment in which people treat each other with mutual respect regardless of age, race, colour, gender, marital status, disability, religion or sexual orientation

## 2. Scope of this policy/procedure

- 2.1. This procedure applies to all staff with responsibility for students.
- 2.2. This procedure applies to all students.

## 3. Drugs, alcohol and substance abuse - overview and Policy details

- 3.1. Occasionally problems occur with respect to students and drug or alcohol use, whether used outside or away from college resulting in problems when at college, or use within college or on college organised activities off site. The drugs, alcohol and substance abuse policy is necessary to enable staff to know how to respond and to clarify to students what the college's position is and what action may be

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taken. Drugs issues have the added dimension that there are consequences regarding the law, which can make them more complicated to deal with.

- 3.2. Chichester College expressly forbids any user of its premises to supply, traffic or abuse any controlled drug, or, as an under-aged person, illegally supply or consume alcohol. The college believes that the possession and use of drugs and consumption of alcohol in College or on College organised activities, is inappropriate and unacceptable.
- 3.3. This policy is intended to ensure Chichester College is consistent in the way it tackles occasions of substance abuse on its premises both in terms of its legal obligations and in the manner in which the individuals concerned are dealt with.
- 3.4. It is important that each student is dealt with individually in a consistent and fair manner, which is independent of any prejudices which may exist, while not forgetting the seriousness and possible illegality of the students' behaviour.
- 3.5. In the first instance, any drug or alcohol related incidents will be treated as a college disciplinary matter and will involve the college PCSO and relevant college managers. The Police may be involved depending upon circumstances. Chichester College is aware of the Misuse of Drugs Act 1971. This Act makes it an offence to possess or supply certain drugs and it allows individuals to take possession of an illegal drug in order to prevent someone else committing an offence, providing they either hand it to the Police or destroy it immediately.
- 3.6. The policy is concerned with legal drugs such as alcohol, solvents and poppers (but not tobacco) and illegal drugs, such as cannabis, amphetamines, LSD, ecstasy, cocaine and heroin, as well as other drugs, sometimes prescription ones, young people may use for recreation. This policy does not cover drugs being used for the treatment of medical conditions, e.g. asthma, common cold, headaches and infections.
- 3.7. In any case where the drug or alcohol user or supplier is an employee of the college, the matter will become one covered by the colleges employment policies and procedures - under gross misconduct.

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#### 4. Education, Intervention and referral for treatment

- 4.1. Education: Drug and alcohol awareness programmes are presented regularly and are intended to improve student understanding of the effects of alcohol and drugs use and misuse.
- 4.2. Intervention and Referral: It is recognised that the misuse of drugs or alcohol can have an impact on a student's academic work, mental health or physical well being. In some cases the impact of drugs and alcohol misuse on a student can cause concern to themselves or to other students and staff. In these situations the college makes available support and guidance.
- 4.3. Students who have concerns about their own use of drugs and alcohol or that of a friend may seek support from our Drop in Service, Counselling Team, Student Success Team, Student Tutors or Chaplaincy Team. These staff will be able to offer advice and support as well as identify appropriate resources in the local community.
- 4.4. Staff who have concerns about a student's misuse of drugs or alcohol may seek advice from the Drop I Service or the Student Success Team. Where necessary a case conference can be arranged to discuss issues and concerns and wherever possible, the student concerned will be invited to attend and contribute to the discussion. Parents may also be involved depending on the age of the student. The purpose of the case conference is to facilitate an honest and frank discussion of the concerns and enable both the student and staff to have a better understanding of the situation. Where appropriate, the Student Success Team will assist the student in making contact with internal or external sources of help or information.
- 5.0. **Disruptive or dangerous behaviour:** The use of drugs and alcohol affects an individual's perceptions and behaviours in various ways.
- 5.1. Where a student attends college under the influence of drugs or alcohol and where such attendance is deemed to be disruptive or breach of Health and Safety Regulations the student will be requested to leave. The staff asking the student to leave will make all reasonable efforts to ensure that the student can leave safely to an appropriate place. In the cases where staff are concerned about the

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student's ability to reach an appropriate place safely, the Student Success Team will need to be contacted. The team will endeavour to ascertain from the student an appropriate place for them to go and may contact a taxi company to provide transportation, if appropriate. In the case of the student being under 18, the parents or guardian of the student must be contacted and asked to arrange to collect the student. If the student is in attendance at one of the college's residential establishments the Accommodation Team need to be notified and will take appropriate action to ensure the safety of the student.

- 5.2. The college's formal Student Referral Procedure will be put into action at an appropriate time with the offending student and relevant staff members.
- 5.3. If staff find any students with either an illegal substance or alcohol on their person, in accordance to the '*Misuse of Drugs Act 1971*', the following needs to take place: Call the PCSO, if available, ask the student to voluntarily hand over the item, confiscate the item and complete the '*confiscation of items form*'. The item must then be placed in an appropriate secure area and reported to the police if appropriate. If the student refuses to hand over the item, ask them to hand over again and highlight the seriousness of the incident, if refusal happens again take as much detail as possible and report to the appropriate duty officer and PCSO as soon as possible.

## 6.0. Hall of Residence

- 6.1. Contracts covering all residential accommodation, provided by the college, signed prior to occupancy make clear that if any illegal substances are found on the premises or students are suspected of using illegal substances termination of the residency agreement may take place
- 6.2. Any antisocial or threatening behaviour displayed in any college accommodation, whether or not caused because of alcohol or drug abuse, will be dealt with using the Student Referral Procedure. The Police will be called if appropriate.
- 6.3. Residents in the Woodlands Hall (under 18's) are not permitted to bring alcohol or illegal substances onto the premises. If this rule is broken, the college Student Referral Procedure will be put into action; also, the students place in the

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Residential Hall/placement may be at risk or revoked completely.

- 6.4. Disciplinary action will also be taken against any resident who returns to the Woodlands Hall of Residence under the influence of alcohol or illegal substances.
- 6.5. Hall Supervisors have the authority to confiscate any items relating to this rule.
- 6.6. Contracts covering all residential accommodation provided by the college signed prior to occupancy make clear the rules relating to drugs and alcohol abuse as well as highlighting appropriate behaviour of all residents.
- 7.0. **Consequences:** following a breach or suspected breach on reasonable grounds, of the duties incumbent on a member under the provision of either the Misuse of Drugs Act (1971) or Health and Safety at Work Act (1974) the following procedure will apply:-
  - possible suspension pending enquiries
  - meeting within 7 working days with a member of the senior management team (SMT)

In the event that the SMT member is satisfied that on reasonable grounds the breach is proven and depending on the circumstances, e.g. type and amount of drug or substance misuse then one or more of the following actions will be taken:-

- referral to the counselling service
- caution
- a formal written warning
- a final written warning
- suspension
- expulsion

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**8.0. Status of this policy and procedure.**

- 8.1. The Principal of the College has the overall responsibility for the implementation of this policy, but may designate a member of the senior management team to manage at an operational level.
- 8.2. This policy/procedure has been impact assessed to ensure that it does not adversely affect staff or students on the grounds of their disability, gender or race.
- 8.3. This policy has been approved by the SMT
- 8.4. The policy will be reviewed annually to ensure up to date information is maintained

Date Approved:	December 2008
Approved by:	SMT
Implementation Date:	January 2009
Date for Review:	December 2015

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Annex A:

### Misuse of Drugs Act 1971/ Health & Safety Regulations/Police involvement

- 1 Under the Misuse of Drugs Act (1971) it is an offence:
  - (a) for a person to possess, use, supply or produce controlled drugs\* without authorisation
  - (b) for an employer to allow controlled drugs\* to be possessed, used, supplied or produced on its premises without authorisation

\*Examples:-

Class A: Heroin, methadone, opium, cocaine, crack, LSD, ecstasy, processed magic mushrooms, any Class B drug which is injected

Class B: Amphetamines (speed), barbiturates, codeine, cannabis (herbal, resin or oil)

Class C: Mild amphetamines, tranquillisers.

- 1.2 Authorisation includes the case where a doctor prescribes a drug for treatment of a medical condition.
- 1.3 Substance misuse is interpreted to include alcohol misuse that leads to a change in behaviour or performance.
- 1.4 Chichester College hereafter called “College” believes that in addition to its legal duty of control it has responsibility for the education and care of its staff and students in respect of drug and substance use and misuse.

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1.5 Section 2 of the Health and Safety at Work Act (1974) requires the College to ensure, as far as is reasonably practicable, the health, safety and welfare of all its staff and students. Section 7 of the Act requires that members of the College take reasonable care of the health and safety of themselves and others who may be affected by their acts or omissions.

1.6 The College premises include off-main campus premises deemed to be under the College's jurisdiction.

### 1.7 The Police

- The College does not have a legal duty to inform the police, the legal duty being to prevent the possession, consumption, supply or manufacture of controlled drugs without authorisation from continuing on its premises.
- The College does have the option to inform the police and give consent for the police to enter the College campus and any building to search for evidence.
- The police can legally enter and search without consent in certain situations including:
  - (a) to execute a warrant
  - (b) to effect an arrest, which can follow possession or supply of controlled drugs offences
  - (c) to search following an arrest
  - (d) to prevent a breach of the peace

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