Substance Misuse Procedure

Cardiff and Vale take the welfare of its staff and students seriously and we are committed to ensuring we have a college where everyone is treated equally and with respect. The College will comply with its legal obligations with regards to substance misuse to ensure an appropriate learning environment and recognising our pastoral role, aims to demonstrate a positive attitude to the education of its students in this area. We will not tolerate the misuse of drugs or the illegal supply of these substances. The purpose of these procedures is to ensure that this ethos is embedded within the College and that all staff, students and visitors are aware of the importance that we attach to behaviours that support it.

These procedures apply to all students on all learning programmes regardless of mode or location of study and to visitors.

Definitions around Drugs and Substance Misuse

The term 'drugs' is used to refer to a substance that changes a person's mood or body function and includes:

- All illegal drugs
- All legal drugs including alcohol, volatile substances (those giving off a gas and vapour which can be inhaled), ketamine, khat, 'legal highs' and alkyl nitrates
- Over the counter and prescription medicines used illegally
- Cigarettes (outside specified areas)

Electronic Cigarettes

Whilst the College recognises that the use of electronic cigarettes is not to be discouraged, they cannot be used in offices, receptions, internal public spaces e.g. canteen, coffee shop or any learning space. They may be used within College grounds.

Incident Management

Drug related incidents

The types of drug related incidents that the College may face include:

- Students/visitors possessing drugs
- Students/visitors being under the influence of drugs; this may or may not be a medical emergency
- Students/visitors selling drugs
- Student disclosing drug use – their own or someone else's
- Staff/students/visitors finding drug paraphernalia

Assessment

Each drug related situation would require a thorough investigation to establish the facts and any student support needs before deciding on an appropriate response. A number of factors must be taken into consideration when carrying out an assessment of a drug-related incident. The areas to be taken into consideration are:

- The safety of staff and students and other people involved and in the immediate surroundings
- The legal status of the drug and the quantity involved
- The reason(s) behind the incident
- Whether the incident is a one-off, or whether it has happened before
- The person's knowledge and understanding of the College's drug policy
- The person's personal circumstances.

Dealing with the incident

A Student Misusing Drugs

- If you suspect a student is under the influence of drugs you should identify yourself and ask to see their ID; if they do not have this ask for their name and course.
- A member of staff should not put themselves at risk and should not attempt to detain someone or chase them.
- Call the duty head and Estates to deal with the situation.
- The duty head will decide if the student needs immediate medical attention – from the First Aider or from the emergency services.
- Once it is safe to do so the student will be sent home. In the case of pre-16 learners the student should not be sent home and the 14-19 team at College should be contacted. If they are not available the student's school should be contacted directly.
- The duty head will report the issue to the student's PAL/Head of Department who will follow the Relationship Management Policy and will arrange a restorative meeting to discuss the situation and the support that can be offered to the student by Student Services and external bodies. The safeguarding and wellbeing team can be contacted for further support.
- A member of staff may suspect a student is misusing drugs outside college or a student may share their concerns about someone, if this is the case the student's PAL/Head of Department will arrange a meeting to discuss the situation and the support that can be offered to the student by Student Services and external bodies. The safeguarding and wellbeing team can be contacted for further support.

Suspicion of a Student Misusing Drugs

- You may be concerned that one of your students is misusing drugs. Indicators of this could be:
    - Poor performance
    - Increased absence
    - Change in behaviour
    - Change in appearance

- Tiredness
- Hyper-activity

Please note that these may all be indicators of other issues e.g. mental ill health or other serious illness.

- Contact a member of the safeguarding team who will offer advice. They will work with you to arrange to meet with the Course Tutor and the student and to work with internal and external agencies to offer advice and support. It may be necessary for the College to work with the student under the Fit to Study Policy.

Drug Dealing or Supplying

- If you suspect a student is supplying drugs you should identify yourself and ask to see their ID; if they do not have this ask for their name and course.
- A member of staff should not put themselves at risk and should not attempt to detain someone or chase them.
- Call the duty head and Estates to deal with the situation. The student will be suspended and sent home. The duty head will make the decision whether to call The Police.
- The duty head will report the issue to the student's PAL/Head of Department who will follow the Learner Relationship Management Policy and will arrange a disciplinary meeting to discuss the situation and this will also look at any support that can be offered to the student by Student Services and external bodies. If student is pre-16 then a member of the 14-19 team should be contacted. If they are not available the student's school should be contacted directly. The safeguarding and wellbeing team can be contacted for further support.
- If the person found supplying drugs on the college premises is a visitor Estates or the duty head will contact The Police and will support any subsequent police action.

Drug 'Finds' - Disposing of Needles and other Drug Paraphernalia

Students should not be allowed to handle drug paraphernalia. Extreme caution should be taken when drug paraphernalia such as a syringe or needle is found, due to the risk of a needle-stick injury. The blood residue in a used needle could be infected with viruses such as HIV, or Hepatitis B or C.

1. Assess the area and the risk involved. Do not put yourself in any danger.
2. Do not run your hands over or under surfaces that you cannot clearly see.
3. Clear the area so that no-one else can come into contact with the material.
4. Call the duty head.
5. Call a member of the Estate's team who will arrange for the materials to be removed.
6. They will check that the equipment and the container they are using to remove the paraphernalia are not defective.
7. They will always wear pierce-proof gloves and use a pair of tongs and make sure the container they are disposing the item(s) into is securable.
8. They will use a disinfectant to clean contaminated surfaces, always use papers towels, and dispose of these safely.
9. The duty head will record the incident in the duty head log.

If a student is involved in this incident then staff should follow the Relationship Management Policy and Procedures; such an incident would be a serious behaviour incident. As part of this process consideration would be made of the support to be offered to the student both by Student Services and by external agencies.

Searching for Substances

Searches should only be considered by a member of the Estates team or a duty head (or other manager). Staff should always seek consent from the student to conduct a search, and ensure that an adult witness is present. The safety of the member of staff performing the search is of paramount importance.

Personal searches: It is not appropriate for a member of staff to carry out a personal body search; however students can be asked to turn out their pockets and bag. Staff should always encourage the student to voluntarily hand over any drugs. If they refuse and it is believed that a crime has taken place, the Police should be contacted to conduct a personal search.

Searches of premises: Staff can search college property e.g. trays for drugs. However, the prior consent of the student concerned should be obtained. If they refuse, they should be made aware that staff can still continue with the search. The college will need to balance the likelihood that an offence has been committed, against the risk of intruding on the student's privacy without just cause.

Searches of personal property: Staff cannot search personal property without the consent of the student. Consent can be sought from them, but if this is refused staff will need to either:

- notify the parents/carers of the young person, who may persuade the young person to give consent; or
- call the Police.

After this incident staff should follow the Relationship Management Policy and Procedures; such an incident would be a serious behaviour incident. As part of this process consideration would be made of the support to be offered to the student both by Student Services and by external agencies.

Confiscation of Substances

It is legal (and recommended) that a suspected illegal drug be confiscated by staff immediately to prevent any further offence from being committed. The safety of the member of staff performing the search is of paramount importance. Where possible the duty head or a member of the Estate's team should be called.

When taking possession of an illegal drug, staff should:

- Always have a second adult witness present; in the absence of a witness do not put off receiving substances or within bounds of your professional discretion removing a suspicious substance from a student's possession

- Place the drug in a sealed bag and include details of the date and time of the confiscation and the witness present on the incident record form.
- The Head of Estates or the duty head will notify the Police who will dispose of the drug (the law does not require the name of the person from whom the drugs were taken to be provided to the Police); do not keep the substance on your person or in a place of safekeeping – this may place you at risk.
- The college will record full details of the incident, including the size and appearance of confiscated material, the Police reference number.
- If the student is under 18 the course tutor will inform the young persons' parents/carer, unless this would place the student in danger. If in any doubt in relation to this, contact a member of the safeguarding team.
- All alcohol will be disposed of.

After this incident staff should follow the Learner Relationship Management Policy and Procedures; such an incident would be a serious behaviour incident. As part of this process consideration would be made of the support to be offered to the student both by Student Services and by external agencies.

Reporting

- All incidents relating to substance misuse will be recorded in the duty head log and on My Concern.
- Staff should use the EBS pastoral log or My Concern to keep a record of all discussions with students relating to these incidents.

Confidentiality

- We encourage students to feel able to talk in confidence to a member of staff about substance related problems without the fear of being judged or told off. However, staff will not be able to promise complete confidentiality in order to seek specialist help/advice if necessary.
- Staff should contact the safeguarding team if they have any concerns related to a student disclosure.

Awareness Raising and Promotion of Responsible Attitude

The College will make every effort to promote the benefits of a responsible attitude towards drugs to students, staff and the broader college community. This will include:

- The availability of this policy and procedure to students and staff, via the intranet and Moodle
- The inclusion of sessions on substance misuse within the tutorial programme, to raise awareness of legal aspects, the harms associated with substance misuse and safe use of legal substance
- The organisation of health awareness events and a substance misuse week.
- Supporting all students who are involved in substance misuse; working with staff in college and with external agencies, while fully embedding the principles of restorative approaches.

- The accessibility of counselling and advisory services in relation to substances, whether in College or by referral to specialist agencies
- Developing relationships with outside agencies that support people with substance misuse
- Displaying in open-access areas information about substances and promoting the work of agencies who work in this e.g. at the Freshers' Fair.
- Training for staff in the policy and procedures.
- Training for staff on basic substance misuse awareness.
- Training for staff on how to recognise and support students who are involved in substance misuse.

Support for Individuals

Incidents involving substance misuse can indicate that a student has a serious problem of misuse or is at risk of this; it could also indicate a further problem.

The procedures above highlight how we will support all individuals who become involved in substance misuse.

Reviewing and Monitoring

This policy and its procedures will be reviewed annually as part of the Quality Assurance process.

All drug-related incidents will be monitored and analysed by the safeguarding Co-ordinator as safeguarding incidents. These will be reviewed at the Safeguarding Committee termly.

As a result of the monitoring and analysis the Safeguarding Committee will put in any remedial action required.

There is a welsh version of this document available.

Date approved:	05/07/13	**Responsible Manager:**	Dean of Learner Journey
Approved by:	QSB	**Executive Lead:** :	Deputy Principal
Review date:	21/06/23	**Accessible to Students:** :	Yes

Appendix 1 – Sources of Support and Information

The following is a list of external organisations who can offer advice and support to us and students on aspects of substance misuse.

ADFAM	Information to families of drug and alcohol users www.adfam.org.uk
ASH (Action on Smoking and Health)	A campaigning public health charity focusing on the problems caused by tobacco www.ash.org.uk
Drinkline	A free and confidential helpline for anyone who is free about their drinking or someone else's 08009178282/ www.patient.co.uk/support/Drinkline
Re-Solv	Working to prevent solvent and volatile substance misuse www.re-solv.org
The Site	Advice on drink, drugs, sex and well-being www.thesite.org
Cardiff Alcohol and Drug Team [C.A.D.T.]	Offers services to anyone who is experiencing difficulties as a result of alcohol or drug use At Cardiff Royal Infirmary 9.00-5.00 weekdays www.cvmhdp.org.uk/content/public/online_directory
DAN - Wales Drug and Alcohol Helpline	Free and bilingual telephone helpline providing a single point of contact for anyone in Wales wanting further information or help related to drugs or alcohol. 0800 633 55 88
Axis	Drug and alcohol related advice and support to black minority ethnic communities. 029 2076 4411
Inroads	Provides a drop-in confidential service, offering information and advice on drug related issues, such as: relapse prevention, detoxification, housing. Formal counselling by appointment. 029 2040 7407
Tier 2 Service (yet to be named)	Offering support to young people up to the age of 18 on drug related issues. Website TBC
Red Button	Cardiff and Vale specific drugs and alcohol information website with content developed by young people themselves. Includes an A-Z of drugs and personal stories. www.red-button.org
Stop Smoking Wales	Free NHS Service to help people quit smoking. 0800 085 2219 www.stopsmokingwales.com