

**A Welsh version and an Easy Read version of this document are available.**

# Substance Misuse Policy

## Scope and Purpose of Policy

At CAVC, we recognise the profound impact of trauma and adverse childhood experiences (ACEs) on individuals' well-being and development. We are committed to adopting a trauma-informed approach in our policies and practices to create a safe, supportive, and healing environment for all.

This policy is underpinned by the Group's vision – Inspirational, Inclusive and Influential and will support our work towards the key drivers of Quality, Efficiency and Growth.

Cardiff and Vale take the welfare of its staff and learners 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 and person-centred approach to the education of its learners in this area. CAVC will not tolerate the misuse of drugs or the illegal supply of these substances. The purpose of this policy is to ensure that this ethos is embedded within the College and that all staff, learners and visitors are aware of the importance that we attach to behaviours that support it.

This policy applies to:

- All learners within the Group, regardless of mode or location of study.
- All staff within the Group.
- All partners and franchise organisations.
- Visitors to the Group.

## 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), 'New and Emerging Drugs (NEDS)' and alkyl nitrates
- Over the counter and prescription medicines used illegally
- Cigarettes (outside specified areas)

Further information on the legal situation can be found in Appendix 1.

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## Policy Statements

This Policy is underpinned by several key principles:

- People who access Cardiff and Vale College must be **safeguarded** and **protected** from harm.
- Our learners must be supported to achieve their potential while at College, in an environment where their **wellbeing** is fulfilled so they feel good about themselves and respect others.
- While at College our learners will develop the **skills** they need to enable them to progress successfully throughout their lives.
- A commitment to restorative approaches to ensure that we repair harm and build relationships.

The College is committed to:

- Ensuring that there is no use of drugs or alcohol on college premises – outside the sale and use of alcohol in the restaurants or at other approved events and cigarettes in designated smoking zones.
- Ensuring that any drug related incidents are dealt with quickly and consistently in line with the Behaviour Policy and Procedures. These procedures will involve informing the Police if anyone is found to be supplying drugs, although there is no legal requirement of this.
- Informing the College community of these procedures; to ensure that everyone is aware of the dangers of substance misuse and what they should do if an incident occurs.
- Promoting an understanding of drugs and the implications of substance misuse. This will be done through training for staff, through the induction and tutorial process for learners, themed events, well-being workshops and using cross-college publicity and posters. The College will develop links with external organisations who can offer information and support to us and our learners.
- Recording and monitoring instances of substance misuse to ensure that the correct procedure is being followed and that we respond effectively to any areas of concern or trends.
- Reviewing regularly the effectiveness of our policy and our response to substance misuse and acting on any areas of concern.

## Responsibilities

The Governing Body will be responsible for ensuring that:

- The Policy is reviewed on a regular basis (as per the policy terms of review) and appropriate advice is given on content. The Main Board approves the policy.

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The Principal will be responsible for ensuring that:

- The College's Substance Misuse Policy and procedures are fully implemented and followed by staff.
- Sufficient resource is allocated to this area.

The Senior Planning Group will be responsible for:

- Reviewing this Policy and the attached procedures.
- Monitoring the application of the procedures, supporting staff to adhere to the policy and responding effectively to any areas of concern.
- Ensuring that relevant college procedures and practices e.g. admissions, tutorial etc.
- Supporting the College to develop a culture where appropriate behaviour and respect is championed.
- Providing appropriate training and development.

The Assistant Principal Quality, Teaching and Learning and Senior HoD of Learner Journey is responsible for:

- Maintaining the currency of this policy and associated procedures.
- Ensuring the allocation of appropriate resources to meet the requirements of the policy and associated procedures.
- Appropriate steps are taken to monitor data linked to this policy and that this data is used to inform and improve practice.
- Providing appropriate training and development.
- Ensuring that appropriate steps are taken to monitor data linked to this policy and that this data is used to inform and improve practice.

The Director of HR is responsible for:

- Ensuring that the College's disciplinary procedures for staff make provision for wilful or recurrent non-compliance with this Policy.

Duty Heads are responsible for:

- Dealing with incidents and the person/s involved following College Behaviour procedures.
- Recording any incidents

All Staff are responsible for:

- Treating all learners with dignity and respect, to ensure their own conduct does not cause offence or misunderstanding.
- Being aware of this policy and the procedures and working in a way that does not contravene the contents.
- Working within the requirements of Data Protection and GDPR.
- Acting in line with this Policy if they witness anything or are approached by learners about an issue. Ensuring that any allegations are treated seriously and are investigated thoroughly.
- Attending CPD events on aspects of safeguarding and substance misuse.
- Being aware of where to access information on external organisations who offer support to those who are misusing substances.

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- Supporting our learners through any incident.
- Supporting the College to develop a culture where appropriate behaviour and respect is championed.

Learners are responsible for:

- Attending induction and tutorial sessions to ensure they are aware of the policy and the issues it raises.
- Behaving in a way that supports the Policy across College, ensuring any concerns relating to other learners are passed on to staff.
- Supporting the College to develop a culture where appropriate behaviour and respect is championed.
- Contributing to learner surveys and focus groups.

Visitors are responsible for:

- Behaving in a way that supports the Policy across College.

## Legislation and Guidance

The policy was written with reference to the following Government initiatives and guidance:

- Working Together to Reduce Harm (2008-2018)
- Guidance on Substance Misuse Education 107/2013 (2013)
- School Standards and Organisation (Wales) Act

## Equality and Diversity Statement

In accordance with College procedures, this Policy was written with consideration of the impact of individuals as per the Equality Act.

## Health and Safety Implications

There are no Health and Safety implications for this policy outside which have already been noted in the text.

## Welsh Language Standards

This policy provides opportunities for persons to use either the Welsh or English language. The duties which come from the Standards mean that organisations should not treat the Welsh language less favourably than the English language, together with promoting and facilitating the use of the Welsh language ie making it easier for people to use in their day-to-day life.

## Linked Policies

- Equality and Diversity
- Health and Safety
- Data Protection
- Quality
- Teaching, Learning and Assessment

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- Safeguarding
- Learner Behaviour
- Disciplinary (Staff)
- Grievance (Staff)
- Bullying & Harassment

## Linked Procedures

- Equality and Diversity
- Health and Safety
- Data Protection Procedure
- Safeguarding
- Learner Behaviour
- Student Bullying & Harassment

See Appendices

- Appendix 1      Drugs and the Law
- Appendix 2      Learner Behaviour Guidelines – Gross Misconduct

## Communication and Storage

This policy is published on the company website.  
This policy is stored on the company intranet.  
This policy is shared with learners.

## Glossary

None

## Approval, Change and Review

This policy is reviewed every 2 years.

**Date approved:**      October 2024

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**Approved by:**      Main Board

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**Review date:**      October 2026

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**Responsible Manager:** Senior Head of Learner Journey

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**Executive Lead:** Assistant Principal Quality, Teaching and Learning

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**Accessible to Students:** Yes

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