



# **Substance Misuse Policy**

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## Document Quality Control

Original

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## Document Reviews/Updates

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**This policy should be read in conjunction with the College's Safeguarding and Child Protection Policy, Health and Medical Policy, the PSE Policy, the RSE Policy, the Anti-bullying Policy, the Peer on Peer Abuse Policy, the Good Behaviour and Sanctions Policy, the Conducting a Search and Use of Physical Intervention Policy and the Safety on Trips Policy.**

The College in producing this policy has taken into consideration the following guidance:

- Relationships and Sexuality Education, Relationships and Sex Education(RSE) and Health Education Statutory Guidance, DfE updated 2021
- Sexual Violence and Sexual Harassment: Advice for governing bodies, proprietors, headteachers, principals, senior leadership teams and designated safeguarding leads, Sept 2021
- Home Office Drugs Strategy 2017

## **Alcohol**

### **1.0 Introduction**

1.1 Alcohol is a depressant drug, particularly when taken in large quantities. Even at low levels, the potential for serious accidents arises. In line with UK alcohol licensing law it is illegal if you are under 18:

- For someone to sell you alcohol
- To buy or to try to buy you alcohol
- For an adult to buy or try to buy alcohol for you
- To drink alcohol in licensed premises (such as a pub or a restaurant)

1.2 The College therefore aims to:

- Develop knowledge and understanding about alcohol as a drug and its effects on the body via its pastoral curriculum
- Encourage sensible, appropriate and safe drinking behaviour
- Allow students to practice personal and social skills and the strategies needed to deal with situations where alcohol is present
- Educate students as to the place of alcohol in the political, social and economic environment in which it exists.

1.3 All pupils at the College must be aware that, drinking or being in possession of alcohol is prohibited:

- In College buildings or grounds (exception formal occasions sanctioned by the Principal/and or Head of School)

- When under the authority of the College, in public houses and other licensed premises and whenever prohibited by law
  - Whilst on College outings and trips (with the exception of formal occasions sanctioned by the Principal/and or Head of School)
- 1.4 Students found in possession of alcohol or using it, whilst under the authority of the College (as outlined in this policy) can expect to be sanctioned in line with the procedures outlined within the Good Behaviour and Sanctions Policy. Restorative measures are also put in place by the College to ensure that students who may have used alcohol are appropriately supported via the College's pastoral support mechanisms and guidance from the College Wellbeing Team.

## **2.0 Consumption of Alcohol On College Trips**

- 2.1 In line with our Safety on Trips Policy, all students sign a disclaimer to note that they will not consume alcohol at any point during College excursions. The College policy on alcohol consumption on trips is reiterated clearly to parents and both students and parents are made aware of the sanctions given for students who deliberately abuse this.
- 2.2 In general, no alcohol should be consumed by pupils on educational trips.
- 2.3 If the rules are broken, we will apply sanctions in line with the College Good Behaviour and Sanctions Policy. In serious cases the student will be sent home. Disciplinary issues must be fully reported on return to College: details will be put on the student's file and the College will reserve the right to ban the student from future College trips, or to employ the full range of sanctions according to the Good Behaviour and Sanctions Policy. The house staff and Head of Pastoral must be informed of any incident occurring on a trip.
- 2.4 Being over 18 on such trips does not exempt a student from College rules; nor does it negate our responsibilities for those students.
- 2.5 All staff, especially House Staff, must be alert to the risk posed by students visiting pubs and off-licences in town, or asking older students to purchase alcohol for them. We must be exceptionally vigilant over students bringing alcohol back on site from home, shops or pubs. This is taken into consideration when trip risk assessments are carried out and students are carefully monitored by staff and room checks are undertaken, as necessary, to ensure that College policy is being adhered to. Where needed and necessary, the College procedure on conducting a search will be followed; as outlined in the College Conducting a Search and Use of Reasonable Force Policy.
- 2.6 Any student who has consumed alcohol will also be supported by the College and will be offered pastoral support via the College's health and wellbeing services.

### 3.0 Sanctions

- 3.1 Any student who brings alcohol onto the College site (boarding house, day house or any part of the site) will be sanctioned in line with the College Good Behaviour and Sanctions Policy.
- 3.2 Any student who procures alcohol for another student will be disciplined in line with the College sanctions system, as outlined in the Good Behaviour and Sanctions Policy.
- 3.3 Alcohol brought on to the site as a gift (or as a prize etc) should be declared and passed on to house staff for safe keeping.
- 3.4 Any student who consumes alcohol on the College site (outside of a recognised College event where alcohol is being served to students in a controlled fashion) will be sanctioned in line with College procedures noted within the Good Behaviour and Sanctions Policy.
- 3.5 Any student who is drinking alcohol in a public place whilst under the authority of the College will be sanctioned as above.
- 3.6 Any student, whilst under the authority of the College, who visits a public house or consumes alcohol in a licensed premises without permission of house staff will be sanctioned in line with College policy and procedure.
- 3.7 Any student who abuses any of the strict regulations of sixth form social events (drinking alcohol 'purchased' by another / using another's ticket to 'purchase' alcohol, consuming any alcohol before a social event etc.) will be sanctioned. In the case of an A2 student abusing these regulations during his/her last term, they may not be permitted to attend the Graduation Ball.
- 3.8 Any student who is sanctioned from College for an alcohol related offence will attend a meeting with the Wellbeing Officer to ensure that there are not underlying issues regarding the offence and that restorative measures of support are not needed to be implemented.
- 3.9 Students will be placed on the disciplinary ladder, as outlined in the Good Behaviour and Sanctions Policy and will receive any evidence of sanctions in writing. Parents/carers will also be directly informed of any sanction given to their son/daughter by the relevant Head of House and the reasons for the issuing of such sanctions will be outlined clearly.
- 3.10 Repeated offences of the same or similar nature may lead to permanent exclusion from the College.

## Smoking

### 4.0 Introduction

- 4.1 It is the policy of Cardiff Sixth Form College Cambridge to discourage smoking for health reasons. In addition, matters of fire safety, litter and expense combine to make this a habit that will not be tolerated amongst members of the College.
- 4.2 The College informs all its students about the dangers of smoking through its PSE programme and the college medical team will be available to make appointments with any students who wish to gain information and guidance regarding smoking cessation.
- 4.3 Parents of students who smoke are also advised to arrange appointments for their children with a GP who will advise on how best to break the smoking habit. The College will be happy to make similar arrangements for boarding students. In addition to this the College actively promotes awareness days and information on both local and national external organisations is given to pupils.
- 4.4 Students committing a smoking offence on-site (including boarding houses) will be sanctioned in line with the disciplinary policy as outlined within the Good Behaviour and Sanctions Policy.

## **5.0 E-Cigarettes**

- 5.1 This is yet a completely unregulated market and there are no safety standards in place. In 2016 the World Health Organisation stated that efficacy in using E-Cigarettes to aid smoking cessation has not been demonstrated scientifically. It advises that ‘the FCTC (The Framework Convention on Tobacco Control) should consider prohibiting by law the use of e-cigarettes in indoor spaces’. In light of this, E-Cigarettes will also be noted within the PSE Programme and information on cessation is also given and can be accessed via the college medical team.
- 5.2 Cardiff Sixth Form College, Cambridge will treat these in the same way as conventional cigarettes and they are not allowed in College or in the residential sites. The same disciplinary sanctions will apply to students smoking or found in possession of E-Cigarettes.
- 5.3 Clarification:
  - 5.3.1 A ‘smoking offence’ is defined as follows:
    - Smoking
    - Being in possession of smoking materials
    - Being with others caught smoking
- 5.4 Penalties and procedures:
  - A member of staff who suspects a student has been smoking on-site may ask for the student to empty his or her pockets. Refusal to do so will be taken as an admission of guilt.

- If a student is found in an 'out of bounds' area on-site then this may be classified that the student intends to commit a smoking offence. If a student is seen entering or leaving such an area then this policy may also be actioned.
- Note: Smoke on clothing is a clear indication that the individual has either been smoking or has been in close association with smokers. This policy may also be actioned when smoke is smelt on clothing.
- The College also operates a non-smoking policy for staff throughout all the buildings and grounds, except any designated staff outdoor smoking area.

## Drugs

### 6.0 Introduction

- 6.1 Under the Misuses of Drugs Act 1971, it is generally illegal to possess or supply a drug covered by the Act, unless authorised (e.g. possessing drugs prescribed for personal medical use). Solvents are dangerous substances as well. Under the Intoxicating Substances (Supply) Act 1965, it is illegal for anyone to supply or offer to supply a substance if they know or believe that the substance being supplied will be inhaled by a person under 18 for the purpose of intoxication. Paradoxically it is not actually an offence to inhale solvents for the purpose of intoxication. However, the police are normally able to deal with such persons under public order provisions.
- 6.2 Cardiff Sixth Form College, Cambridge aims:
- To ensure that it is free from illegal drugs (and solvents)
  - To educate students on the effects of drugs (and solvents) on the mind and body through the PSE programme, guest speakers and through the college medical team
  - To provide opportunities for students to practice the personal and social skills and the strategies needed to deal with situations involving drugs
  - To promote the individual's self-confidence, self-esteem and self-worth
  - To explain the legal situation with regard to the use and misuse of drugs
  - To enable young people to identify sources of appropriate personal support
  - To enable parents to acquire knowledge and support
- 6.3 Any student involved in illegal drugs when he/she is under the College's authority can expect to be expelled from College and the police will be informed. Being under the College's authority means:
- Throughout the College day, whether on or off the premises
  - Whenever he/she is involved in any activity organised by the College



- Whenever he/she is identifiable as a member of the College
  - For a boarder, whenever he/she is under the direct responsibility of his/her houseparent and the Head of Boarding
- 6.4 In addition, where it has been brought to the attention of the Principal/and or Head of School that a student has been formally cautioned by the police for the possession of an illegal drug, the College reserves the right to exclude him/her.
- 6.5 College staff are aware of issues surrounding county lines and information and guidance on county lines.
- 6.6 Staff are aware of the indicators of Child Criminal Exploitation and Child Sexual Exploitation which includes but is not limited to:
- Pupils who go missing and are subsequently found in areas away from their home
  - Pupils who have been/who are a victim or perpetrator of serious violence
  - Pupils who are involved in receiving requests for drugs via a phone line, moving drugs, handing over and collecting money for drugs
  - Pupils who are exposed to techniques such as plugging
  - Pupils who are in debt
  - Pupils that may be found in accommodation that they have no connection with

## **7.0 Possession of an illegal drug**

- 7.1 If any student is found in possession of a suspicious substance or item, it will be taken from him/her. Measures on conducting a search can be found within the College's Conducting a Search and Use of Reasonable Force Policy. The substance will then be gathered in an evidence bag and will be taken immediately to the Deputy Head, Pastoral and/or Senior Houseparent. A safeguarding concern form will need to be completed by the staff member who initially dealt with the student. The student will be isolated immediately and his/her parents contacted. The Principal/and or Head of School will be informed straightaway. The student will then be interviewed by the Deputy Head, Pastoral and the Senior Houseparent. The nature of the substance will be investigated and the illegal drug can be handed over to the police who may wish to take further action/and or involve drug testing agencies.

## **8.0 Drug Testing**

- 8.1 Where there is concern about a student regarding the misuse of drugs, it is possible for drug testing to take place. Any testing requires the authority of the Principal/and or Head of School or Deputy Head, Pastoral or their deputies. Consent of the relevant student

and parents will be sought, but if this is not forthcoming in a reasonable time frame then a decision will be taken to act in loco parentis and based upon health risk. Such a test will always take place in the presence of two adults, following the guidelines given by the manufacturer of the testing kit. Kits will be held by the college medical team and the nurse will observe the testing as a witness which will be carried out by senior members of staff.

- 8.2 There will be no random tests of students for drug abuse. However, if the College has reason to suspect that a particular student may have been misusing drugs, the Deputy Head, Pastoral has the right to require that a test be carried out.
- 8.3 With regard to positive tests arising from drug use outside College time (holidays /weekends) the same rules apply on the grounds that drug abuse at any time is an issue for the College.
- 8.4 Testing procedures will be in accordance with standard good practice.
- 8.5 Records of the testing will not be used for any other purpose and will be destroyed when the student concerned leaves the College.
- 8.6 A member of the Senior Management Team, will be present during the testing procedure.
- 8.7 The written consent of the student will be obtained before the test is conducted. If a student refuses to give consent to be tested, s/he will be asked to say why s/he has refused. The College will be entitled to draw inferences from his/her response and general demeanour and the police may be informed.
- 8.8 Any samples collected for the purposes of drug testing will be collected using recognised procedures to ensure that samples are genuine and not interfered with in any way. This process will be observed by the College nurse.
- 8.9 Under normal circumstances, the College may inform the police of possession, consumption or supplying of drugs.
- 8.10 The College will regularly review and update the range of tests used.
- 8.11 The testing will be done at the College's expense. If further tests are required, either at parents' request or if the College deems it appropriate, then costs are likely to be met by parents.
- 8.12 Reasonable endeavours will be made, before a drugs test is conducted, to notify a parent, guardian or education guardian of the requirement for a drugs test and the reasons for that requirement.
- 8.13 The College will treat a positive test, although not infallible, as evidence that the pupil has been using drugs. A meeting will be arranged at which:

- 8.14 The student will be asked to meet with the Head of Pastoral / Senior Houseparent/the Principal/and or Head of School with his/her parents and/or his/her Housemaster/mistress to assist him/her.
- 8.15 The evidence of the positive sample and all other relevant evidence will be put to the student and they will be invited to respond.
- 8.16 Their response will be heard and considered and further enquiries will be made if necessary.
- 8.17 The Deputy Head, Pastoral / the Senior Houseparent and the Principal/and or Head of School will make a finding of fact based on the evidence and supported by reasons.
- 8.18 If the Deputy Head, Pastoral /Senior Houseparent's decision is that the student has been using drugs, they will outline the range of sanctions they are considering and will then, or at a later meeting if requested, hear mitigating circumstances before deciding on the sanction.

## Sexual Relations

### 9.0 Introduction

- 9.1 The College encourages positive and friendly relationships between students but it has a responsibility to draw the line at sexual relationships between the students in its care. The college has a duty to educate pupils on Sex Education in light of Relationships and Sexual Education frameworks to prepare them for their life outside of College. As such, group sessions on these topics are carried out and are overseen by the college medical team. Please refer to the PSE and RSE Policies for further information on this.
  - 9.2 The law does not permit sexual intercourse in which one or both partners is under the age of 16; the College rules go further.
  - 9.3 Any sexual activity between students, of whatever age, either on College premises or at times when the College has the prime responsibility for the students concerned, will be treated as a serious offence. The Deputy Head, Pastoral and the Senior Houseparent will also be informed and support will be given to those pupils concerned.
  - 9.4 It is likely that the parents of those involved will be invited to find an alternative school for their son/daughter.
- Sexual violence and sexual harassment between children in schools and Colleges is taken seriously and any concerns regarding safeguarding of pupils in light of sexual relations should be referred immediately to the Designated Safeguarding Person in line with the College Child Protection and Safeguarding Policy and Peer on Peer Abuse Policy. Further guidance can be found in Sexual Violence and Sexual Harassment: Advice for governing

bodies, proprietors, headteachers, principals, senior leadership teams and designated safeguarding leads, Sept 2021

- 9.5 If there is evidence or concern of peer on peer abuse, physical or sexual abuse or FGM then staff and students must follow the full procedures for these as outlined in the Safeguarding and Child Protection Policy and the Peer on Peer Abuse Policy.