



KMS 254 Drug and Alcohol Misuse Policy

To be read in conjunction with:

KMS 017a	Student Disciplinary Code of Conduct
KMS 258	Residential Misconduct & Eviction Procedure
KMS 550 Appendix 17.1	Smoke Free Process



Created By:	Assistant Principal Student Experience & Progression	Review Date:	September 2022
Approved By:	Senior Management Team	Responsibility for Review:	Assistant Principal Student Experience & Progression
Date Approved:	September 2020		

Drugs and Alcohol Misuse – Policy Statement and Guidance

Policy Statement

This policy is intended to ensure that Kingston Maurward College is consistent in the way it tackles substance and alcohol misuse on its premises both in terms of legal obligations and internal procedures.

The College is committed to providing a safe and secure environment for all students. Any user of / or visitor to our premises may not under any circumstances supply or use any controlled drug that has not been prescribed to them. Any person found using, supplying or producing controlled drugs will be reported to the Police if appropriate. They may also be asked to leave the premises. In the case of visitors involved in the supply of drugs or alcohol, any further access to the premises of the College will be denied.

Any student found in possession of, supplying or suffering the effects of alcohol will be subject to the college student disciplinary procedure which could lead to suspension or expulsion.

The College will co-operate fully with the authorities in upholding the law on substance misuse in accordance with legal responsibilities under the current Misuse of Drugs Act.

The College will also endeavour, through staff training and student health education programmes, to raise awareness of drug and alcohol abuse and its consequences.

Definitions

- Premises** for the purpose of this policy, premises shall include the main campus and Estate at Kingston Maurward and all outreach centres: all buildings, grounds and motor vehicles parked upon the grounds;
- Supply** (or trafficking) shall not only mean the exchange of goods for money but also include giving drugs away without charging for them;
- Drug User** refers to any person taking, administering or possessing a controlled drug whilst on the premises;
- Controlled drugs** refers to all controlled drugs listed under the Misuse of Drugs Act that have not been prescribed to the individual using the drug (see also KMS 259 Medicines and Personal Care Policy).



Created By:	Assistant Principal Student Experience & Progression	Review Date:	September 2022
Approved By:	Senior Management Team	Responsibility for Review:	Assistant Principal Student Experience & Progression
Date Approved:	September 2020		

Code of Practice and Guidance Notes

1. It should be the intention of staff at all times to take responsible steps to prevent the use of controlled drugs or alcohol upon College premises
2. If any member of staff observes, suspects, or has good reason to suspect someone of using drugs or consuming alcohol, they should exercise discretion over any immediate action they take, taking care in particular of his/her own safety.
3. An immediate attempt should be made to locate and inform a member of the Student Welfare team during the day who will identify the drug or alcohol user and inform the Principal, the Deputy Principal Learning & Performance and / or the Assistant Principal Student Experience & Progression.
4. If the user is intoxicated by the drugs or alcohol consideration should be given to referring to hospital.
5. If a member of staff becomes aware or suspects that a student is under the influence of drugs or alcohol, that student should be suspended immediately from all practical activities that may pose a Health and Safety risk. This does not mean that they should be suspended from College.
6. If a student is suspected of being under the influence of drugs or alcohol, the incident should be reported to the relevant Course Manager and or /their Academic Manager.
7. If a drug or alcohol user appears to be a visitor, then the Premises and Estates Manager (or Duty Warden / Emergency Response Team in the evening) should be called who will invite the person to leave, escort the person off the premises or call for help.
8. If a member of staff observes anyone supplying drugs, they should immediately notify a member of the Student Welfare team who will inform the Principal or the Deputy Principal Learning & Performance and/or the Assistant Principal Student Experience & Progression.
9. The Principal will then inform the Police and pass on any information which will be of use to the Police.
10. Student Welfare should be informed if a person is known to have, or discloses, a problem with substance misuse.
11. Staff should take care when being drawn into general conversation, to avoid being considered to condone drug use. For example, a comment such as



Created By:	Assistant Principal Student Experience & Progression	Review Date:	September 2022
Approved By:	Senior Management Team	Responsibility for Review:	Assistant Principal Student Experience & Progression
Date Approved:	September 2020		

'Don't smoke dope in the College, go outside to do it', could conceivably be grounds for a charge of conspiracy or incitement.

Confidentiality

1. Confidentiality **should** be broken by passing on information if it is perceived that there is an immediate and significant risk to the student or others and/ or reasonable grounds for believing that the student will undertake further illegal activities on, or in the vicinity of the College premises and if, by involving a third party, those risks will be reduced.

This consideration is particularly important for students who are under 18 years of age. The typical third party may be:

- The student's Course Manager and / or the Academic Manager
 - Members of the Student Welfare team
 - The student's parents / carers (if under 18)
 - A member of the Senior Management team
 - The student's General Practitioner
 - The authorities
2. It is important at the earliest stage of discussing such personal issues with individuals to be clear about the degree of confidentiality they can expect.
 3. Before considering breaking confidentiality the member of staff should consider the following:
 - If confidentiality is not broken, is there likely to be further illegal use or supply of drugs or alcohol on the College's premises?
 - What will happen if you do not break confidentiality?
 - What specific harm or risk is there which justifies the break?
 - What will the consequences be for the young person and also the person receiving the information?
 - What will be the consequences to the member of staff and what effect will the disclosure have on the relationship with the students or other students?
 4. Any decision to break confidentiality should usually be preceded by information the student that this is about to happen and the reasons for that decision.

We recognise that in certain circumstances this may not be possible (e.g. if the student is unconscious or has been taken to hospital).



Created By:	Assistant Principal Student Experience & Progression	Review Date:	September 2022
Approved By:	Senior Management Team	Responsibility for Review:	Assistant Principal Student Experience & Progression
Date Approved:	September 2020		

Dealing with Police

1. For a first incident of possession of a class B drug, the internal college disciplinary procedure will be implemented, usually without Police involvement. However the College reserves the right to do this if deemed necessary.

For any other drug-related incidents, the College will contact the Police and the internal disciplinary process will be implemented.

2. The College will normally respond to a suspected drugs incident by informing the Police at an early stage.
3. The Police will normally be given consent to enter the College premises. In such an event, the Principal's office must always be informed prior to permission being granted. The Police should always be directed to the College Reception who will also contact the Premises and Estates Manager.
4. Wherever possible, Police should be discreetly invited to use a private interview room and any participants in the incident required for interview be brought to the room again discreetly.
5. The above procedures are intended to minimise any disruption to the College community and should not be construed as 'obstruction' to Police investigation.
6. Although Police access to the premises is normally guaranteed, there are special rules governing their entry into buildings containing confidential, medical, personal counselling and welfare services.

Since personal files fit this category, no data will be released to the Police unless authorised by the Deputy Principal Finance & Corporate Services (in the role as the College's Data Protection Controller).

In their absence, a member of SMT or the Assistant Principal Student Experience & Progression may authorise release of data. If the information is sensitive, the Police may be asked to obtain a Court Order to which the College will not object.

7. It is an offence to give false information knowingly if questioned by the Police about an offence that a member of staff has witnessed.



Created By:	Assistant Principal Student Experience & Progression	Review Date:	September 2022
Approved By:	Senior Management Team	Responsibility for Review:	Assistant Principal Student Experience & Progression
Date Approved:	September 2020		

Powers to Search

The College has the right to search its own buildings where there is suspicion of illegal substances being present, but there is no power to search a student without a warrant.

This right extends to lockers in temporary use by students or visitors.

A staff member in the presence of another member of staff as witness can under certain circumstances, as instructed by the Principal, Deputy Principal Learning & Performance or Assistant Principal Student Experience & Progression, search student lockers in the presence of the student if there is a concern that illegal substances are held within.

If an individual is suspected of possessing illegal substances, staff may ask the student / visitor to voluntarily produce the substances and surrender them. This must be done in the presence of a staff witness.

There is no power for the College to body search an individual if he/she refuses to comply, but consideration should be given to reporting the matter to the police.

There is no power for anyone other than a police officer to detain any person against their will for the purposes of a search.

Confiscating Drugs

If any member of staff is given, finds or confiscates illegal drugs or injecting equipment, the following procedures should be followed.

1. Any known or suspect substance should be passed at the earliest opportunity to a member of SMT who will arrange with the Police for its disposal.
2. Where the substance cannot be identified or is suspected of being one of the controlled group, action should be taken quickly to avoid the risk of prosecution for possession or any suggestion that it is being kept for personal use by staff.

Such substances should be handed to the Assistant Principal Student Experience & Progression (or a member of SMT in their absence) and must be stored securely.

3. The Assistant Principal Student Experience & Progression may wish to have the substance identified, particularly if disciplinary measures are intended against the drug user. In such situations, the substance will be passed to the appropriate authorities for identification.



Created By:	Assistant Principal Student Experience & Progression	Review Date:	September 2022
Approved By:	Senior Management Team	Responsibility for Review:	Assistant Principal Student Experience & Progression
Date Approved:	September 2020		

KINGSTON MAURWARD SYSTEMS
KMS 254 Drug and Alcohol Misuse Policy

4. It is not illegal to possess injecting equipment. However, because of the health risks from diseases such as HIV or Hepatitis, used injecting equipment should be disposed of carefully. A sharps box is situated in the laboratory. Specific details of Health and Safety arrangements will be agreed with the College's Health and Safety Adviser.

Dealing with students under the influence of drugs and / or alcohol

1. The law requires that we should make every effort to remove the drugs from the premises. This does not, however, apply to the drug user.
2. If a drug user is escorted off the premises, it could result in him / her being left to cope in a more dangerous environment. Exclusion by suspension used as an immediate disciplinary measure may also lead to the drug user becoming isolated, preventing communication with the College and precluding possible help.
3. Our obligation to students who are drug users therefore requires supportive as well as reporting and disciplinary measures. All drugs are disinhibitors and whilst under the influence, judgement can be impaired and accidents may result. For a novice drug taker, the first drug experience can be frightening depending on their environment and the state of mind they were in when they took the drug.
4. As described above, students who are suspected to be under the influence of drugs or alcohol must not be allowed to participate in practical activities where there may be a Health and Safety risk either to persons or animals.
5. Staff should carefully consider their own safety before approaching an individual suspected of being under the influence of a controlled drug. If in doubt the assistance of another member of staff should be obtained and a safe retreat should be made in response to a perceived threat of violence and/or the Police should be called.
6. It can be difficult to engage someone who is intoxicated in a sensible conversation. Wherever possible, contact a first aider for advice and support.
7. Do not try to discuss drug taking with users under the influence other than to try to find out what they have taken in case you need to administer first aid or call for help. Discussing drug taking should wait until the influence has worn off.

Dealing with emergencies

1. If a student is found unconscious an ambulance should be called immediately and the help of a first aider sought.



Created By:	Assistant Principal Student Experience & Progression	Review Date:	September 2022
Approved By:	Senior Management Team	Responsibility for Review:	Assistant Principal Student Experience & Progression
Date Approved:	September 2020		

KINGSTON MAURWARD SYSTEMS
KMS 254 Drug and Alcohol Misuse Policy

2. Try to stay calm. Do not move the casualty unnecessarily. Check their breathing and ensure that no tight clothing is obstructing the airways. If they are not breathing, resuscitation will be necessary.
3. Place the casualty in the recovery position to prevent choking on his/her own vomit. Do not give anything to eat or drink and keep the casualty warm.
4. Do not automatically assume that drug use is the problem. Check for any evidence (tablets, bottles, syringes, etc.) and give to the ambulance staff. Try to find out if the casualty is diabetic, epileptic or has any other medical conditions or physical injuries.
5. Ask the ambulance staff to remove the vomit. Try to arrange for someone known to the casualty to accompany them to the hospital. Inform parents or guardians, if appropriate.

Dealing with Parents/Carers

1. Whilst the College recognises the concern and interest parents/carers have in the young person, staff should always place the best interests of the young person first.
2. The young person's wishes should be taken into consideration wherever possible.
3. Any decision to contact parents/carers where this is not possible should be agreed with the Principal or, in his absence, the Assistant Principal Student Experience & Progression or a member of SMT.
4. All encouragement should be given to the student to tell parents/carers him/herself. Support should be provided to do this, even if it involves the prior involvement of a third party.
5. Consideration should be given to the most appropriate manner of communicating with the parents/carers. Writing, telephoning or inviting the parents/carers into the College are available options.
6. In preparation for the disclosure, consideration should be given to the likely support parents/carers may need themselves. This may be the provision of information by Student Welfare team who will in turn be able to provide details and recommendations of various external drugs advisory services.



Created By:	Assistant Principal Student Experience & Progression	Review Date:	September 2022
Approved By:	Senior Management Team	Responsibility for Review:	Assistant Principal Student Experience & Progression
Date Approved:	September 2020		

Drugs education

The College accepts that, while drugs education will not form part of the normal curriculum, it has a responsibility to raise the awareness of its students of the consequences of the misuse of illegal substances.

It will implement this responsibility in any or all of the following ways:

- Provide advice verbally and in written form to all new students to the College at the time of their induction at the beginning of the academic year.
- As far as practicably possible, this advice will be given to part-time students as part of their induction although Course Managers should exercise discretion depending on the length of the course.
- Make available literature for students, parents and staff in a central area and keep this literature current.
- Take every opportunity to raise the awareness of students about drug / alcohol misuse through training and health education events.
- Raise the awareness of staff in the College about drug abuse through training and health education events.
- Report incidents, progress and developments to the Safeguarding / Health & Safety Committee to ensure the Governing Body is able to monitor the position.

Counselling

The College will offer referral to relevant specialist counsellors for students who wish to stop using drugs (including tobacco and alcohol).

Whilst counselling must always be undertaken voluntarily, there may be times when a student who has been involved with drugs will strongly be encouraged to seek help.

Smoking and Vaping

The College has a No-Smoking policy, which bans the smoking of **cigarettes, pipes and vaping devices**, in all areas of the College, except designated smoking areas.

This was introduced in order to encourage and promote a clean, safe and healthy environment in which staff and students can work and to comply with current legislation.



Created By:	Assistant Principal Student Experience & Progression	Review Date:	September 2022
Approved By:	Senior Management Team	Responsibility for Review:	Assistant Principal Student Experience & Progression
Date Approved:	September 2020		

KINGSTON MAURWARD SYSTEMS
KMS 254 Drug and Alcohol Misuse Policy

Smoking materials present a potential fire hazard in the College and research has also indicated that there are risks to health from 'passive smoking'.

Further guidance can be found in KMS 550 Appendix 17.1 Smoke Free Process or sought from the Student Welfare Team.



Created By:	Assistant Principal Student Experience & Progression	Review Date:	September 2022
Approved By:	Senior Management Team	Responsibility for Review:	Assistant Principal Student Experience & Progression
Date Approved:	September 2020		