



Coleg Gŵyr Abertawe
Gower College Swansea

Drugs and Alcohol Policy

Issue	January 2019
Review Date	June 2022
Originator	Anne Pitman Learner Services Manager
Location of Policy	BIZ-Sharepoint/Intranet/Policies & Procedures/Learner Services & Support
Policy Approved By:	College Management Team – 28 June 2018

If you, or someone you know, would like this document in large print, audio, electronically or in Welsh, please contact:

Learner Safeguarding and Welfare Manager: Anne Pitman
Email: anne.pitman@gowercollegeswansea.ac.uk

1. Context

Gower College Swansea Student Drug and Alcohol Policy has been developed in accordance with:

- The Misuse of Drugs Act 1971
- Drugscope: Guidance for Further Education Colleges
- Drugs: Guidance for Schools (DfE 2012)
- Barod: Choices

2. Scope

The policy applies to:

- All students of Gower College Swansea including WBL students, however, WBL students are of employed status, hence the Employers Policy on Drugs and Alcohol may take precedence over our GCS Drugs and Alcohol Policy
- Students on Work Placement or Educational trips
- School Pupils accessing College courses (instances of concern should be referred to the 14-16 Curriculum Manager)

3. Statement of Purpose

The purpose of the policy is to support members of staff to deal with a substance-related incident in an appropriate manner.

Students who are in receipt of support from a professional drugs agency for a problem with misuse will be supported by Gower College Swansea. The information will be treated as confidential and will only be shared on a strictly 'need to know' basis. This does not extend to knowledge of being in possession of illegal substances or alcohol on the College premises.

Any student who informs a member of staff that they have a drugs or alcohol problem and would like support to overcome their problem will be supported by the College to access professional support. This does not extend to knowledge of being in possession of illegal substances or alcohol on the College premises.

The policy is also designed to inform students.

Definition of the Term Drugs

Refers to:

- All illegal drugs (controlled by the Misuse of Drugs Act 1971)
- Legal substances subject to abuse, including alcohol and legal highs
- Prescription medicine used in a manner other than prescribed

'Being in possession of drugs on the College premises' refers to carrying of drugs or storing drugs for someone else.

'Supplying drugs on the College premises' refers to the passing of drugs to others, even where no money has exchanged hands.

Body of Policy

Gower College Swansea is committed to implementing a coherent college strategy on drugs, alcohol and legal highs which includes:

- Implementing clear guidelines and strategy on dealing with drugs and alcohol on the College premises
- Respond to drugs and alcohol educational needs of our students by delivering PSE related sessions
- Liaise closely with 'Barod' – Choices (Formerly known as Drug Aid)

The use of alcohol, drugs and legal highs on college premises, transport, activities, or at any time during the College day is **strictly forbidden**. Any learner found to be in possession of, using, or showing the effects of alcoholic drinks, drugs or legal highs, will be suspended with immediate effect, pending investigation. If evidence substantiates that the student was under the influence or in possession of alcohol, drugs or legal highs, they may face permanent exclusion. If the student recognises they need support, the College may agree to the student being placed on final warning so they can continue with their studies, providing the student agrees to support with Choices, Barod and agrees to allow Barod to share information on progress with the College. Any subsequent instances of the student being under the influence or in possession of alcohol, drugs or legal highs would result in exclusion.

Any student found supplying illegal drugs or legal highs, will immediately be suspended pending an investigation, in line with the student disciplinary procedures. The College will inform Swansea Police and provide full co-operation in any criminal proceeding, should the investigation substantiate that the student was dealing.

Any student suspected of being in possession of controlled drugs once inside the college premises will be subject to a search as a condition of being on and remaining on the college premises. This search will be carried out either by a nominated person named in the search policy, or by the police. Searches are with the consent of the student only, should no consent be forthcoming, then the student should be asked to leave the premises and the police informed. In the case where this is a WBL student, the Employer will also be informed.

All incidents will be recorded on SID for recording purposes.

Procedure for detaining students in possession of suspected drugs

If any item found is suspected to be a controlled drug, the following procedures should be complied with.

Considerations should be given to the nature and quantity of the suspected controlled drug seized.

A piece of Cannabis Resin larger than an 'Oxo' cube or powders or pieces of resin prepared into separate deals may indicate that this person is involved in the supply of controlled drugs and therefore should be detained (if feasible) and Police attendance requested. In circumstances where the student refuses to be detained, allow the student to leave the premises, and inform the police with immediate effect.

It is appreciated that staff will not be able to positively identify some substances, particularly when in powder or liquid form. In such circumstances, the person should be detained (if safe to do so) and Police attendance requested. In circumstances where the student refuses to be detained, allow the student to leave the premises, and inform the police with immediate effect.

If satisfied that the quantities of suspected controlled drugs are of a quantity which would appear to be for personal use then they should be seized, retained and the student should be suspended, pending a Student Disciplinary Panel as outlined in the Student Disciplinary Procedures. The police do not need to be involved for possession of controlled drugs for personal use.

Procedures of Seizure of Drugs

All drugs seized (or found) are to be recorded in the South Wales Police issued, Drug Register Receipt book, based on Main Reception's **at the time of seizure**. This register is a consecutively numbered bound book and must be available for inspection at the request of a police officer. The register will be fully completed using bold legible print. Safe and gentle handling will be required of the item seized (or found) to preserve its condition for subsequent analysis.

The suspected controlled drug will be secured in a South Wales Police issued self-sealing bag and the campus based Manager responsible (refer to Appendix 1) will lock the secured drugs in their office cabinet and call the local police to collect. Please refer to the Drug's register based in the campus reception for the local Police Officers to call or to Appendix 1 where a list of local Police Officers for each campus is listed.

Each entry to the Drug Register Receipt book will be made in triplicate – the top copy is to be securely attached to the sealed bag containing the drugs. The other two copies will remain in the book – the second will be retrieved by the police officer, upon collection of the drugs and the third will remain in the book as the record for the campus. The entry in the

Drug Register Receipt Book, will also require signature and printed name of the individual seizing the suspected controlled drug and similarly that of the Campus based Manager who is to witness the deposit of the item into the self sealing bad and drop safe.

It is not acceptable for staff to remain in possession of these substances for any period of time as to do so, would constitute an offence under the Misuse of Drugs Act 1971. This process should be observed and corroborated with the campus based manager with responsibility when practical or with another Manager on all occasions.

Collection of Drugs

All seized or found drugs will be collected by Police on the same day, by appointment.

All drugs seized or found, will be taken by the appointed Police Officer to Swansea Central Police Station where they will be recorded, tested, examined and eventually destroyed.

Contact details for the appointed Police Officers will be left at each participating premises, with the Drugs Register Receipt Book for ease of liaison.

Staff at each campus will be expected to provide a statement to South Wales Police where necessary and to attend Court as a witness when required.

Under section 8 of the Misuse of Drugs Act 1971, it is an offence for the management of establishments to knowingly permit the supply or production of any illegal substances on their premises. It is also an offence to allow the premises to be used for smoking or consuming of illicit substances. Any member of college staff must inform the Campus based Manager, if they are aware such activities are taking place so appropriate action can be taken.

4. Education on Drugs and Alcohol

Drugs and alcohol education should aim to provide opportunities for students to develop their knowledge, understanding and attitude about drugs and alcohol to help them make healthy and informed choices.

The College aims to use opportunities for drugs and alcohol education in a variety of ways, including:

- Access to computer-based relevant information and internet advice
- Timetabled tutorial slots
- Focus days/weeks or events
- By accessing the College Counselling and Student Support Officers
- Close links and liaison with 'Barod'.

Staff Support and Training

The College aims to provide specific training to enable staff to feel confident in the role of managing drugs and alcohol, for example:

- Training on general drugs/alcohol awareness;
- Information about referral to cross-college services
- Information about referral to external agencies

5. Related Documents

- a. Gower College Swansea Disciplinary Policy
- b. Gower College Swansea Student Code of Conduct
- c. Gower College Swansea Sending unwell students home
- d. Gower College Swansea Stop & Search a Student Policy

7. List of Useful Resources

Barod (Formerly known as Drug Aid)

Phone: 01792 472002

FRANK

Phone: 0800 77 6600

Txt: 82111

Website: www.talktofrank.com

Alcoholics Anonymous

Phone: 08457 697555

Email: help@alcoholics-anonymous.org.uk

Singleton Hospital

Phone: 01792 205666

Morrison Hospital

Phone: 01792 702222

Welsh Drugs Council

Phone: 029 2049 3895

Website: www.welshcouncil.org.uk

8. The Welsh Language

Mae Coleg Gŵyr Abertawe yn ymrwymedig i hyrwyddo'r iaith Gymraeg, yn unol â Safonau'r Iaith Gymraeg a Mesur y Gymraeg (Cymru) 2011.

Gower College Swansea is committed to the promotion of the Welsh language, in accordance with the Welsh Language Standards and the Welsh Language (Wales) Measure 2011.

Appendix 1

A Student Appearing to be Under the Influence of Drugs or Alcohol

Where a student arrives at a class appearing under the influence of drugs or alcohol:

1. The student should not be allowed to remain in the class.
2. The lecturer in conjunction with the **relevant member of staff** *(see list at bottom of this sheet) must decide whether to send the student home or to keep the student in college for their own safety.

If the decision is made to send the student home, follow the procedure for sending unwell students home.

If the student is to remain on the premises for their own safety, they need to be supervised at all times, the medical room if available is the most appropriate room for the student to remain.

3. If the student appears to be aggressive or at risk of endangering themselves or others, the Police should be called and reception informed so that they are able to direct the police when they arrive.
4. The incident should be recorded on an Incident/Accident Report form in accordance with the College's Incident/Accident reporting procedure. Any illegal substance should be described in terms of appearance rather than named as a specific drug.

Any confiscated drugs should be locked in a secure location. Swansea Police should be contacted and the substance removed by them or disposed of as instructed by the police.

5. The incident will be investigated using the college's disciplinary procedure.

Relevant Member of Staff:

- Learning Area Manager
- Learner Safeguarding & Welfare Manager
- Learner Experience and Wellbeing Manager
- Student Health Advisor
- Dean of Faculty
- Deputy Principal
- Head of GCS Training

Appendix 2

A Possible Overdose of an Illegal Substance or Alcohol

1. Dial 999 and ask for an ambulance

Inform reception that you have called an ambulance and inform them of the location of the casualty, ask reception to contact the campus Student Health Advisor or a First Aider.

2. Remain with the person:
 - a) If they are unconscious, place them in the recovery position
 - b) If they are conscious, talk to the person and protect her/him from further harm. Do not give food or drink.

3. Ensure that a member of Strategic Management Group (SMG) is informed.

4. Once the emergency is resolved the Senior Manager should inform the Learning Area Manager to ensure the incident is picked up via the Student Disciplinary Procedures.

Appendix 3

Campus based Managers with responsibility for contacting the police and holding drugs seized or found on the premises, pending Police collection.

Campus	Manager
Gorseinon	Dean of Faculty Learner Area Manager Learner Safeguarding and Welfare Manager Student Experience and Well Being Manager
GCS	Head of GCS Training Learning Area Manager
Llywn Y Bryn	Dean of Faculty Learner Area Manager Learner Safeguarding and Welfare Manager Student Experience and Well Being Manager
Tycoch	Dean of Faculty Learner Area Manager Learner Safeguarding and Welfare Manager Student Experience and Well Being Manager

For removal of all seized or found drugs, **dial 101** to arrange for police collection.

Appendix 4

Designated managers with appropriate training to carry out a stop and search procedure:

- Deputy Principal
- Vice Principal Curriculum & Quality
- Deans of Faculty
- Learner Area Managers
- Learner Safeguarding and Welfare Manager
- Student Experience and Well Being
- Skills for Business & Industry Manager