



Harmful Substances Policy

Policy Number	New or Reviewed	Date of next Review	Responsibility
HCP039	June 2020	June 2021	Principal

Empowering learners to shape their future

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HARMFUL SUBSTANCES POLICY

1. Introduction

- 1.1. Horizons College Harmful Substances Policy establishes the way Horizons College will deal with harmful substances on College property. The Principal has responsibility for the Harmful Substances Policy and all drug issues within the College. The policy will:
 - a. Outline the purpose of the policy.
 - b. State where, when and to whom the policy applies.
 - c. Define the term 'drugs' and clarify the meanings of other key terms.
 - d. State the College's stance towards drugs, health and the needs of learners.
 - e. Name the members of staff responsible for dealing with drug issues.
 - f. Outline when police will be informed, consulted or involved in a drugs related incident, and what action is expected if police involvement is requested.
- 1.2. The College's response to drug-related incidents needs to balance the needs of the learners concerned with the wider College community. Exclusion should not be the automatic response to a drug incident and permanent exclusion should only be used in serious cases.

2. Education Relating to Harmful Substances Policy Statement

- 1.3. It is the policy of Horizons College that education relating to harmful substances should be ongoing throughout Horizons College.
- 1.4. Guidance regarding education relating to harmful substances is the responsibility of all members of staff, who should offer advice and support to learners as necessary in accordance with the whole Horizons College's policy.
- 1.5. Formal teaching relating to harmful substances is the responsibility of the Tutor as part of the Personal, Social and Health Education (PSHE).
- 1.6. Horizons College aims to:
 - a. Protect learners from harmful substances by ensuring that they are well informed regarding the effects of such substances, have been advised that they may experience pressure to experiment and have practiced strategies to resist such pressures.
 - b. Provide advice regarding sources of help should learners or people they are close to be victims of substance abuse.
 - c. Support all members of Horizons College community by providing clear guidance and procedures on drug related issues.

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- d. Ensure clarity and consistency in the way all staff approach the subject of drugs and other harmful substances.
- e. Provide a planned education programme relating to harmful substances in accordance with the Local Authority (LA) guidance and national guidance through PSHCE.

3. Delivery

- 3.1 The importance of a healthy lifestyle is an integral part of the ethos of Horizons College. Valuing healthy bodies is an attitude cultivated through Personal and Physical Development and other areas of the curriculum. Promotion of self-esteem and wellbeing is practiced in all areas and is an important factor in equipping the learners to resist substance abuse.
- 3.2 Structured teaching through the curriculum will cover safe use of medicines and healthy living in the earlier stages and progress to more specific teaching regarding harmful substances, their effects, peer pressure and how to resist it and where to seek help. It will address which substances are legal and which are illegal.

4. Strategies

- 4.1 Teaching strategies will include modelling of appropriate care with medicines; use of books and Internet to research the names, appearance and effects of various substances; the use of role-play and puppets; use of video material, discussion of hypothetical situations.
- 4.2 There may also be occasions when invited speakers come into Horizons College to do talks and focused sessions with learners.

5. Equal Opportunities

- 5.1 Activities and schemes of work will be adapted to ensure that all learners are included at an appropriate level.

6. Resources

- 6.1 Care will be taken to provide the most appropriate materials for our learners, having regard to their development. Resources will include books, computers, puppets, samples, videos and human resources.

7. Monitoring

- 7.1 Assessment of the skills and knowledge acquired by the learners will inform the rate of progress of lessons.

8. Learners Under the Influence of Drugs

- 8.1 If a learner is suspected of being under the influence of drugs on College premises, the learner's safety and that of other people around them should be the College's first priority.

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First Aid should be administered if needed and any appropriate support summoned. Parents, an ambulance, or the police may need to be contacted. If the learner is felt to be at risk the Safeguarding Policy will come into effect and social services may need to be contacted.

9. Ascertaining at Risk Learners

- 9.1 Symptoms signifying drug association could include:
- a. Mood swings.
 - b. Bodily changes such as weight loss.
 - c. Garbled speech and panic.
 - d. An imperative need of finances.
- 9.2 A learner may be at risk if a combination of the following issues is present:
- a. Lack of allegiance to the College.
 - b. Acquaintances who use drugs.
 - c. Aggressive classroom conduct.
 - d. Inadequate communal skills.
 - e. An approving outlook towards drug use.

10. Search and Seizure Powers

- 10.1 College staff ***can search a learner for any item if the learner agrees***. The Principal and staff authorised by the Principal have a statutory power under the Education and Inspections Act 2006 to search learners or their possessions, without consent, where they have reasonable grounds for suspecting the learner may have a 'prohibited item', which includes illegal drugs. College staff can seize any prohibited item found as a result of a search. They can also seize any item, however found, which they consider harmful or detrimental to College discipline (eg, so called legal highs).
- 10.2 Where controlled drugs are found, these must be delivered to the police as soon as possible, but may be disposed of if the person thinks there is a good reason to do so. In deciding what is a 'good reason', the staff member should take into account all the circumstances and use their professional judgment to determine whether they can safely dispose of a seized article. Where staff are unsure as to the legal status of a substance and have reason to believe it may be a controlled drug they should treat it as such.
- 10.3 In taking temporary possession and disposing of suspected controlled drugs, the College should:
- a. Ensure a second adult witness is present.

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- b. Seal the sample in a plastic bag and include details of the date and time of the seizure/find and witness present.
- c. Store it in a secure location.
- d. Notify the police immediately, who will collect it and then store or dispose of it. The law does not require the College to divulge to the police the name of the learner from whom the drugs were taken but it is advisable to do so.
- e. Record full details of the incident, including the police incident reference number.
- f. Inform parents / carers, unless this is not in the best interests of the learner.
- g. Identify any safeguarding concerns and develop a support and disciplinary response.

11. Categories of Controlled Drugs

- 11.1 All drugs are put into one of three categories according to how hazardous they are:
 - a. Class A drugs are most dangerous. These drugs include cocaine, ecstasy and heroin.
 - b. Class B drugs are less dangerous, but they can still damage if misused. Class B drugs include, cannabis, speed and some amphetamines.
 - c. Class C drugs are less dangerous than Class A and Class B. They are still branded as prohibited and can be harmful. Class C drugs include ketamine and some tranquilisers.

12. Incidents of Substance Misuse

- 12.1 Substance includes medicines, drugs, alcohol, tobacco and solvents.
- 12.2 The Principal will be immediately informed.
- 12.3 Advice as to support agencies will be offered if needed.
- 12.4 Police will be informed should the Principal consider this to be appropriate.

13. Parental Involvement

- 13.1 Parents / Carers should be made aware as young person / vulnerable adult starts at Horizons College that this and other policies are available for their inspection.
- 13.2 Parents / Carers are welcome to come to Horizons College by appointment to discuss any concerns they may have regarding their young person / vulnerable adult and / or the programme of education on offer.
- 13.3 Parents / Carers will be informed as soon as Horizons College becomes aware of any involvement with unauthorised drugs, unless this might compromise the learner's safety.

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14. Geographical Boundaries

- 14.1 Should it become apparent that a learner is involved in substance misuse beyond the boundaries of Horizons College premises, the same steps will be taken as if the misuse were to occur on Horizons College premises.
- 14.2 Our responsibility for the welfare of our learners does not stop at Horizons College.

15. Sanctions

- 15.1 Horizons College's policy is not to punish but to support. Learners involved in substance misuse will be offered whatever help is needed to reduce present and future damage.

16. Learners with Medical Needs in College

- 16.1 In accordance with Swindon Borough Council (SBC) policy, medication will not be given to any learners without specific written consent of the parent or carer concerned. This consent should be renewed six monthly.
- 16.2 Learners who require medication during the Horizons College day will have a medical care plan that is written and updated by the Horizons College nurse and signed by parents / carers.
- 16.3 Medication must be in its original packaging and labelled as prescribed by the GP.
- 16.4 Only staff that have had first aid training including competency training by the Horizons College nurse are able to administer medication to learners.

17. Health and Safety

- 17.1 Samples of harmful substances must be safely stored when not in use in a lesson.
- 17.2 Prescribed medicines should be given by qualified first aiders, and will be stored in the locked cabinet in the classroom.
- 17.3 There will be a written record of the time of administration; name of medication and dose given, learner's name and name of the staff member administering it.
- 17.4 Learners on long-term medical care will have a health care plan drawn up according to Horizons College's procedures.
- 17.5 Asthma inhalers will not be kept by the learners, but will be kept in a locked cabinet in the classroom for quick access.
- 17.6 When medication is taken to accompany a learner off site, this must be signed out and signed in again on return.

18. Drugs on College Premises

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- 18.1 Tobacco is only permitted on the College premises in the possession of adults (this does not include vulnerable adults).
- 18.2 The College is a no smoking area at all times.
- 18.3 Alcohol will not be permitted to be consumed in our premises.

19. Role of Horizons College Governor

- 19.1 Horizons College tries always to have a Governor ready to take a lead on drugs. Normally this will be the Chair of the Safeguarding and Wellbeing Committee who has responsibility for Safeguarding.
- 19.2 Drug awareness and drug education practice are part of the Governor Training Programme.

Signed Principal

Signed Chair of Governors

Date

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