

## Drugs, Substance, Alcohol Abuse Policy

<b>Title:</b>	Drugs, Substance, Alcohol Abuse Policy	
<b>Document owner:</b>	Student Services Manager	
<b>Reviewed/updated by:</b>	Student Services Manager	
<b>Version:</b>	1	
<b>Review cycle:</b>	Annual	
<b>Date of update:</b>	April 2026	
<b>Next due:</b>	April 2027	
<b>Approval Level:</b>	SLT	Y
	Governors	N
<b>Date Approved:</b>	April 2026	
<b>Publication:</b>	Intranet	Y
	Website	Y
	Students	N

Version	Author	Date	Section	Changes summary
1	Student Services Manager	April 28		New template for the policy and procedure. Reporting section and actions been made clearer/simpler. Links to legislation have been added upon request.

## Drugs, Substance, Alcohol Abuse Policy

### 1. Introduction / purpose of Policy

This policy aims to maintain a safe, healthy, and supportive environment for students, staff, and the broader community. It outlines the College's stance on substance misuse and sets clear processes for identifying, reporting, and addressing instances of misuse, whether on or off campus.

Craven College has a zero tolerance to students being under the influence of any form of substance when attending College.

### 2. Scope

This policy and procedure apply to all students at all College sites.

### 3. Role and Responsibilities

All staff and students working for Craven College (on or off campus) play a part in keeping each other safe and reporting any safeguarding concerns such as anyone being under the influence of drugs, alcohol or illegal substances.

#### 4. Main Section

The College has zero tolerance towards substance misuse and will work with local authorities and organisations, including the police, to address substance-related issues. A range of support services are available for students, and we provide educational resources to raise awareness around the dangers of substance misuse. The College aims to intervene early, providing help and guidance wherever possible.

##### Reporting and Investigation

Any member of the College community who suspects a student is under the influence of drugs, alcohol or illegal substances (on or off campus) should report their concerns to the Head of Department, Head of Student Experience and Inclusion, Student Services Manager.

##### Possible Actions

###### **Student Actions**

- The College Principal and authorised staff can search students or their possessions **with their consent** for any prohibited drugs, alcohol or illegal substances
- If prohibited items are found, the confiscation procedure and student suspension procedure will be followed. Parents will be contacted if a student is under 18.
- A record of the incident will be made and referred to the Principal, Head of Department or a member of the Safeguarding Team
- If prohibited items are not found, a record will still be made.
- A suspended student will be invited to the Inclusion Panel Hearing in line with the Student Positive Behavior policy.
- The outcome of the Hearing will determine the necessary action taken but may lead to expulsion.
- Where a student refuses consent and if it is illegal for a student to have a suspected prohibited item in their possession, the police will also be contacted.
- Parents will be informed immediately in line with the Student Positive Behavior Policy.
- A safety plan will be put in place who cannot be collected by parent/carer and have been given parental permission to return home independently.

##### Support for Affected Individuals

When necessary, external agencies such as the police or specialists' substance misuse support services could be contacted.

Students will have access to counselling services and support for substance misuse.

Students under 18 will have their parents or guardians involved if necessary.

The College will ensure appropriate follow-up support, ensuring students will receive ongoing assistance and guidance.

##### Substance Discovery Procedures

Any suspected drugs, alcohol or illegal substances discovered on campus should be immediately reported to the Head of Department, Head of Student Experience and Inclusion, Student Service Manager. The

substance will be securely handled, documented, and reported to the police for appropriate disposal.

#### Confidentiality

All reports and disclosures of drugs, alcohol or illegal substances will be treated with confidentiality, but students will be made aware that confidentiality cannot be guaranteed in cases where health, safety, or legal action is required.

### **5. Legislation and Regulatory Compliance**

The College will comply with UK law, including but not limited to:

- The Misuse of Drugs Act 1971 - [Misuse of Drugs Act 1971](#)
- The Health and Safety at Work Act 1974 - [Health and Safety at Work etc. Act 1974](#)
- The Children Act 1989 (updated by the Children and Families Act 2014) - [Children Act 1989](#) [Children and Families Act 2014](#).
- Violent Crime Reduction Act 2006

This ensures the College remains in alignment with the legal framework and promotes a zero-tolerance approach to substance misuse.

### **6. Monitoring and Review**

This policy will be reviewed annually or in response to legislative changes. The Senior Leadership Team and Governors will be updated within the safeguarding reports that are submitted to the governing board.

### **7. Related Policies and Documents**

- Stop, Search and Confiscation Policy
- Zero Tolerance Policy
- Student Behaviour Policy