

# **DRUGS & ALCOHOL POLICY AND GUIDELINES**

## **1. Introduction**

Small squares of paper or polythene bags that may have contained amphetamine, cannabis or other drugs

Bits of tin foil and/or spoons which may have been used to heat the drugs

Empty cans of solvent, aerosols and plastic bags smelling of solvent based glue

Discarded needles, hypodermic syringe, swabs etc.

THESE ITEMS SHOULD ONLY BE REMOVED BY SECURITY OR CLEANERS WHO HAVE BEEN TRAINED TO DISPOSE OF THEM SAFELY USING GLOVES, TONGS AND SHARPS BINS.

**3. How to proceed where students are thought to be using or in possession of a controlled drug or alcohol:**

- 3.1 Alert Security extension 2009 or via Reception on extension 0. Where possible Security Staff will confiscate any suspected controlled substance and/or equipment found. Security will call the Police if the student requires a search.
- 3.2 Any suspicious substances should be handed in to the Student Services Manager who will liaise with the Police over their disposal.
- 3.3 Contact the Student Services Manager to on extension 2180 to ensure the incident is logged Misuse Incident within 24 hours of the incident.
- 3.4 Where there is no hard evidence of drug or alcohol possession by a student but student behaviour is such that College staff suspect that he/she is under the influence of drugs and /or alcohol, the student should be asked to stop work and the issue discussed with them privately.

If, following this discussion,

#### **4.0 How to proceed if an individual is suspected of selling/supplying controlled drugs or alcohol**

**This is a serious offence which the College will not tolerate and students found selling/supplying drugs or alcohol may be excluded from college.**

- 4.1 If an individual is suspected of selling/supplying drugs/alcohol the Police should be called and Security Staff informed on extension 2009 The telephone number for the local Police is: 0161 856 5619.
- 4.2 Contact the Student Services Manager on extension 2180 to ensure the incident is logged in the \_\_\_\_\_ within 24 hours of the incident.
- 4.3 Once the Police have completed their enquiries with the individual, if they are student at the College, the Head of Area / Curriculum Leader will organise an investigation into the incident and where appropriate the Behaviour for Success Policy will be invoked against the student. If the findings of the investigation are that the student was selling / supplying drugs or alcohol at College that it is very likely that they will be excluded from the College.

# DRUGS & ALCOHOL GUIDELINES FLOWCHART

**Suspicious substance and/or equipment found**

Student Services Manager:  
Records incident  
Liaises with the Police  
Disposes of substance

Member of staff:  
Alerts Security Staff  
Contacts the Student Services Manager

Security Staff:  
Removes evidence of use  
Hands substance to Student Services Manager  
Liaises with the Police

**Student thought to be using and/or in possession of controlled drug/alcohol**

Student Services Manager:  
Records incident  
Liaises with the Police  
Disposes of substance

Member of staff:  
Alerts Security Staff  
Contacts the Student Services Manager  
Informs the Head of Area

Security Staff:  
Confiscate substance/equipment or contact the Police to do so



**Is there a suspicion that the student is under the influence of drugs/alcohol?**