



Substance Misuse Supply and Possession Policy

The policy is applicable to all employees and students within the Plumpton College Group.

Any reference to Plumpton College is relevant to the Plumpton College Group, meaning any employee employed by its subsidiaries, its holding company or any subsidiary of its holding company.

SMT Assigned Owner	Deputy Principal
Document Author	Deputy Principal
Approved by	Corporation
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Frequency of review	3 years (or upon legislation change)
Date of next review	September 2027

1. Introduction

1.1 For the purposes of this Policy, the following definitions are used:

Substance – this includes substances defined as “illegal” within the Misuse of Drugs Act 1971 and others such as alcohol, glue, solvents, new psychoactive substances, prescribed and over the counter medicines.

Misuse – this includes the use (including being under the influence of), possession or supply of substances (or associated equipment) within the terms of the Misuse of Drugs Act 1971 (or as subsequently amended). It also includes the exhibition of behaviour which may suggest that a person is under the influence of a substance.

On-site & College Premises – this includes the entire College estate, all out-centres, College vehicles and any location during which a person is undertaking College business, undertaking College regulated activities¹ or whilst under the duty of care of the College. For the avoidance of doubt this would also include areas within the vicinity of the college where substances may be misused (for example; local public footpaths and bridleways).

1.2 This policy covers all students, staff, visitors, contractors and any other persons using the College facilities or being present on College premises. It also applies to staff and their families in residential accommodation provided by the College.

1.3 Subject to the Licensing Act 1964, and other College regulations alcohol is not illegal and may be consumed on College premises in accordance with licencing law and the premises licence.

1.4 The Policy is also supported by the Health and Safety Policy and the Student Handbook.

2. Policy Statement

2.1 The College has a duty to uphold the law and to protect the health, safety and wellbeing of our students, staff and visitors. As such a policy of zero tolerance is followed in respect to the misuse, possession and supply of illegal substances. Zero tolerance means that the college will act on all concerns and use the Behaviour Management Policy to guide appropriate actions.

¹ This includes transportation, off site visits and enrichment

- 2.2 The College expects all of its staff and students to function at their optimum level, both on College premises and when carrying out College business elsewhere. The College recognises that there will be persons who have problems associated with substance misuse.
 - 2.3 It is recognised that those who misuse alcohol, drugs or other substances to an extent that it affects their health, performance or conduct may compromise the College's commitment to safeguard the well-being of our staff and students. Accordingly, the College will take action to ensure the health and safety of students, staff and visitors. Everyone should be assured that if they are identified as having a substance misuse related problem, which does or does not adversely affect their work or educational performance; they will be offered assistance in obtaining whatever help is considered necessary and realistic on a case by case basis.
 3. Conduct
 - 3.1 Alcohol – employees and students are not to use alcohol before starting work or classes in a timeframe where the effect of its use may have an impact during the working day or class period, while conducting College business or representing the College at external events or while on call or stand-by duty.
 - 3.2 Substances - The College will not tolerate the misuse of substances by anyone on College premises. For the avoidance of doubt, this would also include individuals who are present on college premises whilst under the influence of substances. The College may seek support from the police and the person may be required to leave the premises.
 - 3.3 Supply and Possession – the College will not tolerate the supply and/or possession of substances on any site. Any member of staff or student found to be possessing or supplying substances will be dismissed or suspended. In all cases appropriate criminal and/or disciplinary action will be taken. In the case of alcohol or other non-illegal substances each case will be treated individually, taking into account the seriousness of any violation of health and safety requirements.
 - 3.4 Possession of Drugs Paraphernalia – the College does not believe that it is necessary for students and staff whilst on-site to have in their possession items specifically associated with taking substances or designed to create a “high”. The discovery of such items either on person or through the identification of the owner will be viewed by the College as an act of substance misuse. The only exceptions would be in the case of a justifiable medical reason supported by evidence.

- 3.5 Fitness to participate – Where the College has reasonable grounds to suspect a person (s) concerning their involvement in paragraph 3.1 – 3.4 above the person in question will be interviewed by a member of SMT, the Head of Student Services or the Duty Officer within Student Services. If the College decides that a person (s) is not fit to participate further in the planned activity then the person (s) will be removed from the activity and, if necessary, college premises.
- 3.6 Conduct of students under 16 years old – it is illegal for any person under the age of 18 to be sold tobacco or nicotine vaping products. UK legislation also enables such products to be confiscated from children under the age of 16; in this regard the college assumes the same powers as the police in confiscating such items. **This means that no student under the age of 16 should be smoking or vaping whilst at college; for the avoidance of doubt this also includes the use of nicotine-free vapes.**

If the College decides that a search is necessary to fully investigate these concerns then the guidance supplied by the Department for Education in respect to searching and screening (July 23 update) will be followed.

The college reserves the right to request that an individual undertakes a drugs test² to determine whether a prohibited substance has been taken. In cases where an individual denies any such involvement this test is offered as an opportunity to support any statement that they may make. If an individual refuses to undergo a test it will be deemed that a prohibited substance has been taken and this will inform any subsequent supportive or disciplinary action.

Individuals claiming the legitimate possession and use of medical cannabis would be expected to produce the original medical container complete with the pharmacy dispensing label bearing the name of the patient³; with either a copy of their FP10 prescription or a letter from the prescribing clinician. Support for Staff and Students

- 3.7 The College will provide assistance and support to help any staff or students who are concerned about substance misuse, either for themselves or for other staff or students.
- 3.8 Every effort will be made to ensure that a student or employee is able to resume his/her course or employment after engaging in support and treatment, except where an employee or student has been dismissed or excluded.

² This is a self-administer, non-invasive test which identifies a number of Class A-C substances

³ Which must match the name of the staff/student as shown on their identification badge.

4. Disciplinary Procedures
 - 4.1 Initially, the implementation of procedures for substance misuse incidents in the College is the duty of all staff. Each incident will be carefully evaluated and appropriate action taken in line with the disciplinary policy.
 - 4.2 Employees who volunteer, or who are referred for medical assessment, and who accept treatment, will be entitled to sick leave subject to the provisions of the appropriate College policy.
5. Awareness Raising, Training and Education
 - 5.1 All staff, students and visitors will be informed of this Policy. The College has health promotion campaigns which raise awareness of the risks associated with substance misuse. Guidance and resources to enable education and training programmes related to substance misuse to be delivered and made available to staff and students through training, induction and the student tutorial system.

The SMT are delegated to approve minor changes to the policy.