



POLICY ON DRUGS AND SUBSTANCE ABUSE

In its joining details, the College sends a letter to all students and parents on the subject of drug misuse. This is a letter from the Croydon Head Teachers' Association, to which the College is a co-signatory.

The College has a clear policy on the use and/or possession of such substances on College property. Where this policy refers to drugs or illegal substances this includes illegal drugs, controlled medicines, alcohol, tobacco, volatile substances, and novel psychoactive substances (legal highs) unless specified and as appropriate.

Any student using or having possession of such substances on College property, including host family accommodation or on College trips, will face exclusion. If it is felt necessary to search a student or their possessions please refer to CTC Policy: Arrangements for Searching Students and their Possessions.

As well as informing parents immediately, the College will also involve the Youth & Schools Section of the Metropolitan Police, who are able to provide various levels of help and action.

1.0 GENERAL PRINCIPLES

- 1.1 The College will take a firm stand against the abuse of both illegal and legal drugs and substances. It will not condone any misuse of drugs and alcohol by students or staff.
- 1.2 The College is committed to the health and safety of its members and will take action to safeguard their wellbeing.
- 1.3 The College believes that it has a duty to support the enforcement of law on the illegal use of drugs and substances and will co-operate fully with the police where appropriate.
- 1.4 The abuse or supply of drugs or substances involving members of the college community will be a most serious breach of discipline and will be subject to sanctions.
- 1.5 The College recognises the need for sanctions to be accompanied by appropriate counselling and support.
- 1.6 The College will co-operate fully with all appropriate external agencies involved in the issue of drug and substance abuse.
- 1.7 The Principal is responsible to the Trust Council for the maintenance and monitoring of this policy.

2.0 EDUCATION

- 2.1 CTC has the following educational aims in respect of drug and substance misuse:
 - to enable students to make healthy, informed choices by increasing knowledge
 - to provide accurate information about substances
 - to enable young people to identify sources of appropriate personal support

- these educational aims are achieved through the PSHE curriculum, including FRANK, NHS No Smoking Services and Drinkline, the Personal Tutor system and specialised presentations
- a full list of relevant external agencies and resources is included in the PSHE programme. Free FRANK leaflets are also available in the staffroom and Welfare Department

3.0 DISCIPLINE

- 3.1 The abuse of drugs and substances will be subject to the normal disciplinary procedures and sanctions of the College
- 3.2 The investigation of incidents involving substance misuse or supply will be coordinated by the Principal with the help of the Vice-Principal and the Head of Student Welfare. The personal tutor will be informed at an early stage.
- 3.3 Parents will be informed at the earliest opportunity by the Principal or Vice-Principal and invited to College to discuss the incident and any proposed disciplinary action.
- 3.4 If the Principal believes an offence has been committed, the police will be informed.
- 3.5 The College will consider each substance incident individually and recognises that a variety of responses may be appropriate. It seeks to balance the interests of the student involved with those of other members of the College and local community.
- 3.6 The use of illegal substances on the premises during the college day is likely to lead at the very least to a fixed term exclusion.
- 3.7 The College reserves the right to ask a student to submit themselves for a drugs test if this is seemed necessary and appropriate. Parents will be informed prior to any such test being undertaken and the appropriate parental consent will be obtained for those students under the age of 18 years.

4.0 COUNSELLING AND SUPPORT

- 4.1 The College is committed to providing counselling and support to students involved in the misuse of drugs in addition to any disciplinary action which may be taken.
- 4.2 The College will work in co-operation with parents and, as appropriate, external agencies.

5.0 DISSEMINATION OF THE POLICY

- 5.1 A copy of the policy will be given to all staff and made available to Trust Council members
- 5.2 A copy of the policy will be available to all parents on request and a summary of its contents will be given in student handbooks
- 5.3 This policy should be used in conjunction with, and has links to, other CTC policies such as Medicines Storage and Handling, Alcohol, Tobacco and Prescribed Medications, Child Protection, Behaviour, Discipline and Exclusions.

6.0 MONITORING AND REVIEW

- 6.1 This policy will be monitored through the normal college management and evaluation procedures and will be subject to annual review

Reviewed: September 2016
Next Review Due: September 2017

Additional Reference: Department of Education and Association of Chief Police Officers
 Drug Advice for Schools: Advice for local authorities, headteachers, school staff and governing bodies: September 2012