

DRUGS, ALCOHOL AND SUBSTANCE MISUSE POLICY



PURPOSE OF THE POLICY

Yeovil College has a zero tolerance approach to drug, alcohol and substance misuse. The college wishes:

- to enable staff to recognise drug, alcohol and substance misuse problems, in order to enforce the zero tolerance approach and direct persons concerned to appropriate sources of support.
- to minimise accidents to staff and students, as well as illness and poor work performance due to drug or alcohol problems.

Alcohol

Students should not consume alcohol or bring alcohol onto the premises at any time, or come into College under the influence of alcohol.

Staff should not consume alcohol during contracted working hours, except in very specific circumstances, e.g. Christmas celebrations or farewell events. These occasions should be timed so that staff, (especially those with direct student contact and those who handle complicated machinery), do not return to work having recently consumed alcohol. Staff should not come into work under the influence of alcohol.

Drugs and substances

Yeovil College forbids the use of illegal drugs and non-prescribed drugs and the inappropriate use of substances on its premises.

It is an offence for an individual to possess or supply illegal drugs. It is also an offence to illegally supply prescribed drugs. The College would be committing a criminal offence under the Misuse of Drugs Act if it knew that illegal drugs were being used, kept or supplied on its premises.

If at any time anyone on College premises is suspected of acting illegally in respect of drugs, alcohol or substances the incident will be reported to the police.

Examples of illegal drugs are heroin, cocaine, cannabis/marijuana, ecstasy, ketamine and amphetamines. Examples of substances are glue, solvents and medical gases. This list of examples is not exhaustive.

SCOPE

This policy is applicable to all persons working within the College, including contractors and volunteers, students and visitors. It also applies to staff working in areas of activity carried out in the College's name.

RESPONSIBILITY AND AUTHORITY

Director 14 - 19 (14 -19 students)

Director of UCY (HE Students)

Director Adult Responsiveness (Adult Students)

Head of Human Resources - all staff and volunteers.

Head of Facilities Management - visitors and contractors.

Ultimate responsibility rests with the Principal and Governing Body.

RELATED POLICIES, PROCEDURES, DOCUMENTS, DEFINITIONS

Health and Safety Policy.

Disciplinary Policy; Staff and Students

Policy Review (for HoQ&I use only)						
Author/post holder	Approved by Corporation/Committee	Date of approval	Review date	EIA Initial Screening date	Full EA Required Y/N	EIA Completed date
HoLSS Angela Coward	Learning & Quality	01/07/2009	01/07/2011	19/06/09	N	n/a