



Mae'r ddogfen hon hefyd ar gael yn Gymraeg

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SUBSTANCE MISUSE POLICY

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1. Scope and purpose

- i. This policy has been developed as part of St David's College's commitment to realise the potential of all in our community as encompassed in our mission:

‘A Catholic College for the community seeking to discover and realise the full potential of all, in an atmosphere of love, service and respect inspired by Christ.’
- ii. This policy seeks to support learners to achieve their full potential by creating a safe and inclusive environment for all protecting them from the dangers of misusing substances.
- iii. As a college we are committed to removing barriers to learning and will work with learners promote good behaviours and choices to ensure that they realise their full potential. The college also seeks to foster a culture in which substance abuse and the illegal supply of drugs are strongly discouraged.
- iv. The college is committed to becoming an antiracist college. To that end, we seek to treat all learners with equity and dignity, irrespective of race, religion or background. We recognise the impact of discrimination on young people and seeks to safeguard members of its diverse community.
- v. We recognise the profound impact of trauma and adverse childhood experiences (ACEs) on individuals' wellbeing and development. We are committed to adopting a trauma-informed approach in our policies and practices to create a safe, supportive, and healing environment for all.
- vi. The college follows the All-Wales Child Safeguarding procedures in relation to specific and identifiable wellbeing issues that prevent and learners from accessing their education, or where there are safeguarding concerns.
- vii. This policy is applicable to all students enrolled in the college, all staff as well as visitors to the college.
- viii. For the purposes of this policy, the term ‘substance’ is taken to include those that are legal, such as alcohol, tobacco products, vapes, solvents, over the counter, controlled and prescribed substances. It also includes illegal substances such as cannabis.
- ix. St David's College understands the importance of educating people about the dangers and repercussions of substance abuse.
- x. This policy is to be read in conjunction with the following documents:
 - Learner Support Policy
 - Learner Dignity Policy
 - Fitness to Study Policy
 - All Wales Safeguarding Procedures
 - Safeguarding Policy

- Safeguarding and Child Protection Procedures.
- Bag Search Policy

2. Policy Statement

- i. All learners are provided with a nurturing, caring and safe environment by all college staff in line with St David's College's Catholic ethos. College staff should ensure learners and themselves are adhering to the college charter: Spirit, Truth, Courage, Service.
- ii. This policy is underpinned by our duty to safeguard all visitors, learners and staff from harm and our overarching belief in the inherent dignity of every individual in our community, who thus must be treated with respect, care and compassion, putting their wellbeing first.
- iii. While studying at college all learners will be afforded the opportunity to learn the social and emotional skills required to make informed choices, in particular regarding misuse of substances.
- iv. The college does not allow the misuse of substances on site and will take the appropriate action depending on the nature of the substance misuse.
- v. The college is committed to informing all staff and learners about this policy and provide appropriate learning opportunities in pastoral lessons to understand the dangers of substance abuse.
- vi. The college does not allow the possession, sale, or supply of any substances on site.
- vii. The college reserves the right to refer cases of possession sale and supply of any illicit substances as described by the Misuse of Drugs Act 1971 to the police.
- viii. The college reserves the right to confiscate any substance described above and associated paraphernalia.
- ix. The college reserves the right to take appropriate action including searches where they have reasonable grounds to suspect possession of an illicit substance.
- x. The college reserves the right to pursue disciplinary action where issues of substance misuse are persistent or could be affecting others in the community.

3. Vaping and Tobacco products

- i. Vapes and Tobacco products are not to be used on the college site.
- ii. Where a tobacco product or vape is used by a learner on site, it will be confiscated by a member of staff. Failure to comply with a request to handover confiscated items will result in suspension and discipline action taken via the college's studentship policy.

- iii. Where a learner is under-18 and in possession or seen using vapes and tobacco products, the college may contact parents. This is likely where a learner is subject to multiple requests to handover confiscated items.
- iv. Vapes risk setting off the college fire alarms. Where this happens due to misuse of a vape by a learner they will risk suspension and action taken via the college's studentship policy.
- v. Staff who misuse vapes and tobacco products on site risk being disciplined via the staff discipline policy.

4. Substances regulated under the Misuse of Drugs Act 1971

- i. Controlled and illicit substances are not to be used on the college site.
- ii. Where a learner is found to be in possession or witnessed selling or supplying any illicit or controlled substances they will be suspended. This will amount to gross misconduct and may result in permanent exclusion. The substance and any paraphernalia will be confiscated and passed to the police.
- iii. Where an individual is witnessed supplying, selling any illicit substance or where the learner is found to be in possession of illicit substances of quantity that warrants a suspicion of intent to supply, the college will contact the police.
- iv. Any member of staff found to be in possession or witnessed selling or supplying any illicit or controlled substances they will be suspended and subject to an investigation for gross misconduct and may result in dismissal. The substance and any paraphernalia will be confiscated and passed to the police.
- v. Where the college has a reasonable suspicion that a learner is in possession of a controlled or illicit substance the college reserve the right to invite learners to be searched.
- vi. The college will work with the Police to conduct random searches from time to time.
- vii. Any individual in possession of controlled substances such as prescription medication, which may also be abused will need to ensure they retain evidence of their prescription and this may be requested at any time.

5. Individuals under the influence

- i. Where a learner is suspected of being under the influence, if it is safe to do so they should be taken to Wellbeing to be seen by a member of the safeguarding team or Learner Formation Lead. They should be contacted immediately.
- ii. Where a learner has taken an overdose of medication, they MUST be taken to Accident and Emergency.

- iii. If the safeguarding team believe the learner is under the influence, they will usually contact home, where it is safe to do so and request the learner is taken home by parents, guardians or carers.
- iv. Learners who are found to be under the influence of substances will be subject to college Learner Support Policy or Fitness to Study procedures. In most cases learners will be suspended and/or excluded for gross misconduct.
- v. Safeguarding referrals to appropriate agencies including social services may also take place.
- vi. Staff found to be under the influence will be subject to the staff discipline policy for gross misconduct.

6. Reporting

- i. Learners found to be misusing tobacco products and vapes should be reported on the contact log and the confiscated materials passed to the Learner Formation Lead.
- ii. Where a learner is suspected or found in possession of anything illicit they should contact the Learner Formation Lead or a member of Safeguarding team or SLT and report the incident on MyConcern.
- iii. Where a learner is believed to be under the influence of a substance, the member of staff should contact the Learner Formation Lead or member of Safeguarding team or SLT immediately and record the incident on My Concern.
- iv. Where a learner is suspected to have taken an overdose or has articulated that they have, they must be seen by a member of the Safeguarding team, a first aider and must be taken to A&E.
- v. Where staff are suspected of being under the influence, the appropriate concerns should be passed to People and Culture and a member of SLT immediately.

7. Roles and responsibilities

- i. Learners
Are responsible for ensuring they are ready, respectful, and safe ensuring they are not in possession of or involved with the supply and use of illicit substances. They must ensure they follow the expectations in this policy.
- ii. Parents / Guardians
Are responsible for ensuring this policy is adhered to by their child and engaging constructively with the college, where there are issues of non-adherence.

iii. All staff:

Are responsible for:

- Reporting issues appropriately to Safeguarding/Pastoral Directors and/or Human Resources.
- Challenging learners who are not adhering to the policy and confiscating any materials found on their possession including Vapes.

iv. Pastoral tutors

Are responsible for providing learners with opportunities to learn more about drugs and illicit substances via the pastoral programme.

v. Learner Formation Lead

Is responsible for ensuring learners found misusing substances as described in this policy are managed appropriately.

vi. Deans

Are responsible for maintaining standards of behaviour across college and dealing with issues relating substance misuse as stated in the policy above.

vii. Safeguarding and Welfare Manager

Is responsible for ensuring any safeguarding concerns relating to substance misuse are appropriately managed or passed to the correct agencies.

viii. Designated Safeguarding Person

Is responsible for ensuring all safeguarding concerns relating to substance misuse are managed appropriately and in line with statutory guidance. The DSP also has strategic oversight of safeguarding policies and procedures to support a culture of vigilance, openness and care across the college.

ix. People and Culture

Are responsible for ensuring any concerns relating to a member of staff are dealt with appropriately.