

## Drugs and Alcohol Policy

### 1. Policy Statement

Learn With Confidence (LwC) is committed to providing a safe, healthy, and supportive environment for all students, staff, and tutors. The use, possession, or influence of drugs or alcohol while engaged in any aspect of LwC's activities, whether at the centre, in a student's home, or during online learning sessions, is strictly prohibited. This policy outlines the standards of conduct related to drugs and alcohol, the procedures for addressing any concerns, and the support available to those affected by drug or alcohol misuse.

### 2. Aims

The aims of this policy are to:

- Ensure that LwC remains a safe and drug-free learning environment for all.
- Clarify LwC's position on drugs and alcohol in relation to staff, tutors, and students.
- Provide guidance on how incidents involving drugs and alcohol will be handled, including disciplinary measures.
- Offer support to individuals who may be struggling with drug or alcohol-related issues.
- Ensure compliance with relevant legislation and organisational policies.

### 3. Scope

This policy applies to:

- **Tutors:** All self-employed tutors providing services on behalf of LwC.
- **Students:** Any young person attending sessions at LwC, either in the centre, at home, or online.
- **Staff and Visitors:** Any other staff members or visitors engaged in activities on LwC premises or during off-site visits.

### 4. Definitions

For the purposes of this policy:

- **Drugs:** Includes illegal substances, prescription drugs that are not taken in accordance with medical instructions, and legal substances that are misused (e.g., solvents).
- **Alcohol:** Any drink or substance containing ethanol that impairs mental or physical abilities.

### 5. Key Legislation

This policy is informed by the following legislation:

- **Misuse of Drugs Act 1971**
- **Psychoactive Substances Act 2016**
- **Health and Safety at Work Act 1974**
- **Children Act 1989**
- **Safeguarding Vulnerable Groups Act 2006**
- **Keeping Children Safe In Education (KCSIE) 2024**
- **Working Together to Safeguard Children 2018 and 2023**

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## 6. Prohibited Activities

The following actions are strictly prohibited at LwC:

- **Use, possession, or distribution of illegal drugs:** Anyone found to be using, possessing, or distributing illegal substances on LwC premises or during any LwC-related activity will face disciplinary action.
- **Use or misuse of alcohol:** The consumption of alcohol during LwC activities is prohibited. Individuals suspected of being under the influence of alcohol will be asked to leave the premises or discontinue the session.
- **Misuse of prescription or over-the-counter medications:** Any tutor, staff member, or student who is found to be misusing medication will be subject to disciplinary measures and offered appropriate support.

## 7. Addressing Incidents

Incidents involving drugs or alcohol will be handled sensitively and in accordance with the following procedures:

### 7.1 For Students

- **Immediate Response:** If a student is suspected of being under the influence of drugs or alcohol, the session will be suspended immediately. The student's safety will be the first priority.
- **Parental Involvement:** Parents or guardians will be contacted to discuss the situation and any necessary actions.
- **Referral for Support:** If a student is found to be using drugs or alcohol, they may be referred to external support services, such as counselling or drug and alcohol education programmes.
- **Disciplinary Action:** Repeated incidents or severe breaches may result in temporary suspension or termination of the student's enrolment.

### 7.2 For Tutors and Staff

- **Immediate Action:** If a tutor or staff member is suspected of being under the influence of drugs or alcohol during their duties, they will be asked to leave the premises or discontinue the session.
- **Investigation:** LwC will conduct a thorough investigation to determine the facts of the incident. This may include speaking with witnesses and reviewing any relevant evidence.
- **Disciplinary Measures:** Depending on the severity of the incident, disciplinary measures may be taken in line with the **Grievance and Disciplinary Policy**, including suspension or termination of the tutor's contract or staff member's employment.
- **Support:** LwC encourages any tutor or staff member struggling with drug or alcohol misuse to seek support. Where appropriate, LwC will provide referrals to external support services.

## 8. Support for Substance Misuse

LwC recognises that substance misuse can be a health issue and encourages those affected to seek support. For individuals experiencing issues with drugs or alcohol:

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- **Students:** LwC will work with parents and guardians to arrange external support, including counselling, therapy, or drug and alcohol education programmes.
- **Tutors and Staff:** LwC will provide referrals to external support services for self-employed tutors and staff who need assistance with drug or alcohol-related issues.

## 9. Whistleblowing

If any individual becomes aware of drug or alcohol misuse by a student, tutor, or staff member, they are encouraged to raise concerns in confidence through LwC's **Whistleblowing Policy**. All reports will be treated seriously and investigated thoroughly.

## 10. Disciplinary Measures

- **For Tutors:** If a tutor is found to be in breach of this policy, disciplinary action will be taken in accordance with LwC's **Grievance and Disciplinary Policy**. This may include a formal warning, suspension of work, or termination of the contract.
- **For Students:** If a student is found to be in breach of this policy, LwC will work with the student's family to address the issue. Disciplinary actions may include suspension from sessions or permanent exclusion from LwC.
- **For Staff:** Any staff member found to be in breach of this policy will be subject to LwC's internal disciplinary procedures, which may lead to dismissal.

## 11. Confidentiality

LwC respects the confidentiality of all individuals involved in drug and alcohol-related incidents. Information will only be shared on a need-to-know basis and in line with LwC's **Data Protection Policy** and safeguarding procedures.

## 12. Key Policies Referenced

This Drugs and Alcohol Policy should be read in conjunction with the following LwC policies:

- **Safeguarding and Child Protection Policy**
- **Grievance and Disciplinary Policy**
- **Whistleblowing Policy**
- **Online Safety Policy**

## 13. Monitoring and Review

This policy will be reviewed annually by LwC leadership to ensure that it remains up to date with current legislation and best practices in handling drug and alcohol-related issues.

Version Control			
Version No.	Date	Author	Notes
1.0	15 <sup>th</sup> October 2024	K Perry	Initial Draft
1.1	01.09.2025	KP	