

Substance Misuse Policy

The Policy

This procedure covers medicines, illegal drugs, alcohol, volatile substances and tobacco. For ease of reference, they will be referred to as "drugs and/or alcohol" in this procedure.

All OMG Education (OMG) staff and volunteers will be advised on this procedure and expected to comply with it at all times. In addition, all young people will be advised of OMG's expectations of their behaviour during their initial induction.

A young person under the influence of drugs/alcohol

No young person who is knowingly under the influence of drugs and/or alcohol should be allowed to participate in the intervention.

To identify if a young person is under the influence of drugs and/or alcohol, OMG staff should consistently observe each student on the project for the following symptoms:

- Agitated behaviour
- Dilated pupils
- Profound sweating
- Hyper-activity
- Facial flushing and bleary eyes
- Lethargy (spaced-out)
- Moodiness
- Irritability
- Paranoia

Please remember that any of these symptoms may occur in isolation; however, when under the influence of drugs and/or alcohol, they are often combined and are additional to a young person's 'normal' behaviour. However, please note that certain medical conditions, e.g. diabetes, could be mistaken for the effects of drug and/or alcohol misuse and advice or medical assistance should be sought if there is any doubt.

Where a member of staff has evidence or suspects or that a young person is under the influence of drugs and/or alcohol, the young person should be informed that they are not allowed to participate in that day's activities and after a visual risk assessment has taken place need to be collected from the OMG site by a parent/ carer. In this situation, a young person must under no circumstances be allowed to leave unaccompanied. If no parent/ carer is available, the young person must be supervised away from other students until such collection is possible.

Where a young person is of compulsory school age, the parent/carers/guardian must be informed that the young person is not allowed to stay on the project that day due to concerns that their child may be under the influence of drugs and/or alcohol.

It is the safeguarding lead's responsibility to call an ambulance when a young person has stated they have taken an overdose or are at risk of harm.

Alleged Possession of Drugs

When a young person allegedly possesses a substance, but there is no evidence that this is the case, the staff member should contact OMG Director to discuss the situation. OMG staff may be found responsible if the police find substances are kept on or used in any of our premises.

Handling of Illegal Substances

Posters must be clearly visible on all project premises stating:
'NO DRUGS OR ALCOHOL ALLOWED ON THESE PREMISES.'

If substances are found on the premises, the staff member is responsible for the following actions:

- **Illegal drugs:** substances suspected to be illegal drugs should not be disposed of by staff. The substance should be sealed in an envelope or drug bag provided by the local police. The time, date, location and description of the item should be written on the envelope, as well as the name of the person seizing it, the name of a witness, and their signatures. The individual envelope or bag should
- Be numbered and be identifiable. Young people should be informed of the next steps to be taken. Telephone the Police Station and agree when the substances will be collected/delivered to the Police Station (this should be as soon as possible to ensure safe and legal practice).
- **Alcohol and tobacco:** parents/carers should be informed and given the opportunity to collect the alcohol or tobacco unless this would jeopardise the safety of the young person.
- **Volatile substances:** given the danger posed by volatile substances, staff may arrange for their safe disposal.

Reporting

The safeguarding lead must record the incident in line with the Health and Safety and Safeguarding reporting requirements.