


# POLICY DOCUMENT

## • Drug and Alcohol Policy for Learners

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Name of Policy	Date Effective	Review Date	Signature
Drug & Alcohol Policy for Learners	1 <sup>st</sup> June 2021	1 <sup>st</sup> June 2022	

### 1. Introduction

1.1 FW Solutions Ltd. is committed to providing a safe, supportive, healthy and secure environment for students and staff. We believe that the misuse of alcohol and drugs is detrimental to the health and wellbeing of individuals and can affect the efficient working of our staff and students.

1.2 The possession, consumption or misuse of drugs, drug paraphernalia or the illegal supply of these substances whilst on FW Solutions' Head Office and at the learner's place of work (the Employer) is not condoned and there is a zero tolerance approach.

1.3 FW Solutions Ltd are responsible employers and learning providers and we take our obligations to our employees and learners very seriously. This is why we have set out this policy to help us ensure the health, safety and welfare of our learners and to help us comply with our legal duties.

1.4 Learners who have or develop drug or alcohol related problems or live with someone who has a drug or alcohol related problem can have their performance at work impaired and as a result can present a danger to themselves and to others, and impair their performance.

This Policy should be read in conjunction with Staff Drug and Alcohol policy, Staff Handbook and Learner Handbook.

### 2. Aims of the Policy

The purpose of this policy is to:

- Comply with FW Solutions Ltd.'s legal obligations to provide a safe and healthy learning and working environment for all learners
- Comply with all of the requirements imposed by Law
- Set out restrictions on the use of controlled and prescription drugs or alcohol in the work place whilst learning with FW Solutions Ltd.
- Raise awareness of the dangers and penalties associated with the use of controlled drugs or alcohol
- Guarantee the right of all learners to work and learn in an environment unaffected by controlled drugs or alcohol
- Provide support to learners whose lives are or who have been affected by the misuse of controlled drugs or alcohol (see also Toxic Trio outlined below)
- Protect learners from the dangers of controlled drug and alcohol abuse;

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- Prevent the adverse effects of drugs and assist with supporting and sign-posting students with drug-related problems.
- Enable students to make informed decisions about drug use and
- Support learners with a drug or alcohol related problem.

### 3. Legislative/Quality Framework

- Health and Safety at Work Act (1974)
- Misuse of Drugs Act (1971)
- Psychoactive Substances Act (2016)

### 4. Scope

4.1 This policy and procedures apply to all students enrolled on learning programmes with FW Solutions

The following policies cover procedures for FW Solutions staff:

- Staff Drug and Alcohol policy
- Wellbeing Policy

### 5. Definitions

For the purposes of this policy, the following definitions will be used:

5.1 **Drugs:** Illegal Class A, B and C drugs, alcohol, 'legal highs', solvents (including aerosols, glue, cleaning and lighter fluid).

5.2 **Drug paraphernalia:** Button bags, grinders, bongs, stash jars/ containers, needles or similar items that could be linked to the use of drugs (possession/ supply).

5.3 **Head Office:** FW Solutions, Windsor House, Cornwall Road, Harrogate, HG1 2PW

5.4 **Employer site:** Any site where a learner or apprentice is employed during the duration of their learning programme and where learning is delivered by FW Solutions' staff

### 6. Health and Safety – Alcohol

In a social environment the consumption of alcohol in moderation is an accepted part of life. In the workplace however it can impair performance, result in inappropriate behaviour, and can place both the individual and those around them in danger, as well as affect health.

It is FW Solutions Ltd policy that Alcohol must not be consumed in any situation where as a consequence the safety of the individual, colleagues or children are put at risk.

- Learners are not obliged to work with anyone they consider to be incapable through the consumption of alcohol and should immediately report the matter

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to their employer and/or Teaching and Learning Co-ordinator (TLC).

- Learners who are incapable of working through the consumption of alcohol should be immediately removed from duty and the matter reported to their manager who will notify the TLC of the incident.

### 7. Health and Safety - Drugs

Controlled substances often possess side effects that could not only adversely affect learner's health but also that of their colleagues at work as well as their performance. Learners should be aware that anyone under the influence of drugs whether controlled or prescription, is a risk to everyone around them and should be alert to possible signs of drugs abuse.

Learners should report any concerns they may have about a colleague displaying any symptoms to their manager and/or TLC but should not under any circumstances approach the person displaying the symptoms or discuss their concerns with any other colleagues.

This Policy only refers to controlled or illegal substance drugs and does not refer to medicines, supplements and similar substances that are legally and commercially available in the United Kingdom.

### 8. Procedures

- In the event that a learner is diagnosed with a drug/alcohol related problem FW Solutions Ltd will treat it as a health matter. However, this does not excuse the learner from any of the disciplinary matters that may fall within the scope of the disciplinary policy of either FW Solutions Ltd or the learner's Employer.
- All drug/alcohol related issues will be dealt with in a constructive and sympathetic manner. The individual responsible for all such issues is firstly the Manager of the employer/setting but also Mrs S. Hardy, Managing Director of FW Solutions Ltd as the training provider for the learner. FW Solutions Ltd will also provide any interested learners in confidence with details of where to seek more information or help.
- FW Solutions reporting contacts: Sandra Hardy (Managing Director)  
[s.hardy@fwsolutions.net](mailto:s.hardy@fwsolutions.net) Tel: 01423 536672

Nicola Balmforth (Designated Safeguarding Lead)  
[n.balmforth@fwsolutions.net](mailto:n.balmforth@fwsolutions.net) Tel: 07841 199172

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- All requests for help or advice will be treated in the strictest confidence and all information gathered as a result will be held in accordance with the Data Protection Policy for both FW Solutions Ltd and the Employer/Setting.
- After receiving any appropriate medical reports FW Solutions Ltd will provide support to any affected learners.

### 9. Mitigation and Peer Support

In the event that a learners contacts FW Solutions Ltd or their Employer of their own free will in order to receive support or treatment for dependency on any form of alcohol or narcotics this will be taken into account.

### 10. Toxic Trio

**In addition to the above the environment the learner is living in must also be considered.**

The term 'Toxic Trio' has been used to describe the issues of domestic abuse, mental ill-health and substance misuse (including alcohol) which have been identified as common features of families where harm to children (which includes learners 16-18 years old) and adults has occurred.

The Toxic Trio are indicators of increased risk of harm to families and are significant factors in IPV (Interpersonal Violence) and AFV (Adult Family Violence). Work in this area has shown that there is large overlap between these parental risk factors and impact on outcomes for children into adulthood through the research into Adverse Childhood Experiences (ACE)

Research shows that the environment in which a person lives is crucial to that person's welfare, development and behaviour.

Consequently, the following fundamental principles remain the same:

- the best interests of learners continue to come first
- if anyone in our organisation has a safeguarding concern, they will act immediately
- a designated safeguarding lead (DSL) or deputy DSL will always be available
- learners should continue to be protected when they are online

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### 11. Roles and Responsibilities

11.1 It is the responsibility of the **FW Solutions Directors** to:

- Take responsibility for handling drugs related incidents reported to them, in liaison with the Designated Safeguarding Lead.
- Follow clear procedures for taking disciplinary action with students fairly and consistently.
- Support the Employer in following their disciplinary procedures in any incident that breaches their Drugs and Alcohol policy
- Liaise with police if illegal drugs (not alcohol or drug paraphernalia) are found to be possessed by a student.

11.2 It is the responsibility of the **Teaching and Learning Co-Ordinators** to:

- Report all drug and alcohol related concerns to the DSL
- Support the learner to access help for drug and alcohol related issues
- Support the Employer if there are concerns regarding student possession or dealing of drugs including gathering evidence and talking to witnessing staff and/or students.
- Accurately record all instances of drug related incidents and concerns.
- Provide reports for the Directors on drug related incidents.
- Liaise with Curriculum Leads to ensure that issues related to drug use are covered within their programme of study

### 12. Policy Review

Overall responsibility for this Drug and Alcohol Policy for Learners within FW Solutions Ltd and the implementation thereof lies with Sandra J Hardy, Managing Director.

This policy will be reviewed annually by Sandra Hardy, Managing Director, Rebecca Warden, Business Development Director and Janet Williams, Office Manager.

This Drug and Alcohol Policy for Learners is Version 2 and was adopted on 01/06/2021 following annual review.

This Drug and Alcohol Policy for Learners is due to be reviewed on 01/06/2022.