

# Drugs and Alcohol Policy

## Luton Adult Learning

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Luton Adult Learning (LAL) is a direct delivery service within Luton Council

The aim of this policy is to clarify the service's role in managing any issues with regard to drugs and alcohol, as well as meeting the needs of learners. "Drugs" refers to all drugs including prescription medicines and inappropriate use of over the counter medications, volatile substances, alcohol, and illegal drugs.

This policy provides information and guidance for responding to any drug-related incident within the service.

## Drug and alcohol policy statement

Luton Adult Learning is committed to promoting a safe and supportive environment in which to learn and work. In order to do so, it will:

- encourage and support mutual respect within the whole of the learning community
- work with staff and learners to create an understanding of acceptable behaviour
- assist learners and staff to make informed decisions about drug and alcohol use
- promote a community which is supportive and that recognises different attitudes towards drugs and alcohol use
- recognise the link between responsible behaviour and an enjoyable learning experience and seek to promote a social environment from which all may benefit
- take very seriously its legal responsibility for the health, safety and welfare of its learners, staff and visitors and aim to provide a safe, healthy and high quality learning environment
- recognise that staff with responsibilities for teaching and the support and welfare of learners and those who manage others have additional responsibilities to promote and to be alert to indicators of drug or alcohol misuse and to take appropriate action when necessary
- provide guidance and information to staff and learners to help them develop the confidence to know what action to take if they are concerned about drug and alcohol misuse, the health and safety of fellow learners, of staff members, or of themselves

## Introduction

This policy promotes a safe and supportive environment in which to learn and work. The overarching premise is one of support and education, focusing on boundaries of acceptable and responsible behaviour.

The use of drugs and alcohol is becoming increasingly common in our society, and with that in mind this policy is set within the context of national strategies, particularly the government's From Hope to Harm Plan and their Alcohol Strategy.

Learners can be signposted by their teacher or the curriculum teams to ResoLUTiONS Alcohol and Drug Recovery Service | Luton Directory <https://www.changegrowlive.org/advice-info/alcohol-drugs>. If a learner should disclose that they have addition problems, their cases will be treated empathetically and in confidence within the boundaries of the Services' statutory duties under its Safeguarding policy.

Learners who have or develop drug or alcohol-related problems may cause harm to themselves and/or to others. The misuse of drugs and alcohol (substance misuse) often affects their performance, conduct and relationships both on their course and at home. It can also have consequences for future career choices.

Luton Adult Learning has a legal responsibility for the health, safety and welfare of its learners, staff and visitors and aims to provide a safe, healthy and high quality learning environment. This includes addressing the risks posed by substance misuse, informing learners of their

responsibilities and codes of conduct and providing help and advice and signposting on request. All learners have a legal responsibility to take reasonable care for their own safety and for that of others.

## Who is covered by the policy?

The policy applies to learners in circumstances where there is a safety risk to themselves or others, or where their conduct affects others. It applies whether learners are on the learning premises or elsewhere on study activities, including premises managed on behalf of Luton Adult Learning by a third party.

In certain situations individuals may be subject to disciplinary action, be asked to leave and/or be reported to the police. The Service does not wish to criminalise its learners or visitors, but it has a duty to protect people who study, work or are visiting from the likely consequences of substance misuse.

## Aims of the policy

The purpose of the policy is to:

- Promote health, safety and wellbeing by providing information, advice, signposting and support
- Inform learners about drug and alcohol use and misuse
- Provide advice on the support options available
- Enable individuals with drug and alcohol-related issues to seek help
- Offer guidelines to all learners and staff regarding their responsibilities and the required code of conduct
- Explain how misuse may lead to disciplinary or legal action

## What do we mean by misuse?

Substance misuse is defined as the habitual or intermittent use of alcohol or any drug or other substance which causes detriment to an individual's health, social functioning or study/work performance. It can often impair the safety of themselves or others and affect attendance, time keeping, efficiency or conduct. Misuse also includes the possession, use or supply of illegal drugs.

The term 'substance misuse' relates to all illegal drugs (controlled by the Misuses of Drugs Act, 1971); all legal drugs, including alcohol, tobacco, volatile substances (those giving off a gas vapour that can be inhaled), ketamine, khat and amyl nitrates (known as poppers); and all over-the-counter and prescriptive medicines. Illegal drugs are divided into three classes: Class A includes cocaine and morphine, Class B includes amphetamines, barbiturates and cannabis, and Class C includes anabolic steroids.

## The legal position

Under the Misuse of Drugs Act 1971, the term 'misuse' covers the supply, possession and use of illegal drugs and the misuse, whether deliberate or unintentional, of prescribed drugs and substances such as solvents. Supply or possession of an illegal drug is unlawful. It is an offence for an employer, an occupier of premises or persons concerned in the management of premises to allow the supply, use or production of drugs to take place on their premises.

The penalties for offences involving controlled drugs depend on the classification of the drug.

The Health and Safety at Work Act 1974 places a duty on employers to ensure procedures are followed, as far as is reasonably practicable, to protect the health, safety and welfare at work of staff, learners and other users of its premises.

## Code of conduct

The code of conduct describes the legal health and safety obligations and provides guidelines for behaviour. It is expected that all learners will take personal responsibility for ensuring that they are not under the influence of drugs or alcohol in any adult learning sessions. A breach of this code may result in disciplinary action. The code states that:

- Learners must not be under the influence of drugs or alcohol in any classes/session.
- Supply, possession or use of illegal drugs is forbidden.
- Prescription drugs are only to be used as prescribed.
- No one should undertake Service related business or represent the Service while unfit through drink or drugs.
- Substance misuse by learners, resulting in risk to the safety of others be that themselves, other learners or staff is forbidden.
- Learners undertaking activities identified as hazardous on a risk assessment and who are taking prescribed drugs must consult their doctor as to whether the drug(s) could affect safety (e.g. cause drowsiness or affect judgment or co-ordination). If so, they must inform their teacher or other person responsible for health and safety in the area and refrain from the safety-critical activities.
- Learners are strongly advised not to compromise their own safety by working with or being reliant upon (e.g. as a car or bus passenger) someone who has consumed alcohol or drugs.
- Learners are strongly advised that a disruption of academic activity due to substance misuse will be investigated by the programme leader concerned.
- Pressure should not be applied to encourage others to drink alcohol, take drugs or misuse substances. This includes disrespectful or exclusive behaviour and spiking drinks.

## Confidentiality and data protection

All cases will be handled in strict confidence and all personal information will be processed securely in accordance with The General Data Protection Regulation (GDPR) 2018. It may be used by the relevant managers to consider and plan any support needed and to manage the study relationship.

## Guidance

All learners will be supported to:

- Access this policy and supporting documents specifically relating to this policy. These can be found on our website [www.lutonacl.ac.uk](http://www.lutonacl.ac.uk)

Attendance and Punctuality Policy

Learner Disciplinary Policy

Bullying / Harassment Policy

Safeguarding Policy

First Aid Policy

- Seek help if they have a problem. Within the Service, signposting to relevant services are available from teachers and managers.
- Encourage other learners to seek help if they have a problem.

- Access information about the effects of misuse on other people and on the quality of their own study/work.
- Alert an appropriate senior member of staff to any drug and/or alcohol related problems they see developing within the Service.
- Co-operate with any investigation of suspected misuse.
- Seek help or advice if they have been asked, or if they seek help voluntarily, to co-operate fully with the support and advice offered.

## Teachers and Managers

### Teachers will:

- Be aware of the policy, procedures and services available and referral processes for dealing with substance misuse problems. They will ensure that learners within their area are informed of the policy and understand their roles and responsibilities.
- Be aware of the signs of substance misuse and be prepared to refer as appropriate in accordance with policy, guidelines and advice.
- Share any on-going concerns with the designated safeguarding officer as per the Safeguarding policy and procedure.

### Managers will:

- Monitor risk assessments and working practices so that risks from substance misuse are included where appropriate, particularly in high risk or hazardous areas.
- Contribute to the development and facilitation of awareness-raising activities.
- Maintain professional and confidentiality boundaries, making these clear to learners and staff and operating them in relation to learners' and staff rights under the General Data Protection Regulation (GDPR) 2018.
- Have in place systems of referral to other agencies as per safeguarding.  
<https://www.changegrowlive.org/service/luton-recovery-alliance/get-support>

## Procedure for dealing with drug or alcohol problems

Follow the safeguarding policy in relation to reporting of drugs and substance misuse, and in line with the Council's policy for staff.

- Action will be taken in cases of possession or supply of illegal drugs. Learners' personal details will be respected in accordance with the General Data Protection Regulation (GDPR) 2018. Any action taken in accordance with this procedure or any of the associated council procedures will be conducted with confidentiality and sensitivity
- Possession or supply of illegal drugs is a criminal offence. The Service Manager must be notified immediately. The Service will report to the police all incidents involving the supply or taking of illegal drugs on the premises as required by the Misuse of Drugs Act 1971 and may decide to take action, whether or not the authorities decide to prosecute. This is because the Service retains the right to maintain discipline and to take disciplinary action where there is a clear breach of the policy relating to substance misuse.

# Appendix 1 – Support & Advice

## **Alcohol Services for the Community**

Health and wellbeing, promoting safer drinking and providing intervention and treatment to alcohol clients and their significant others

2<sup>nd</sup> Floor Napier House, 17-21 Napier Road, Luton, LU1 1RF

01582 488253

[HealthWatchLuton](#)

## **PUKE (Prevention, Understanding Knowledge and Education**

Young Peoples Alcohol Service including support, counselling, fun activities and time for young people caring for adults using alcohol

Contact details as above for Alcohol Services for the Community

**rehab4addiction** is able to help you defeat your addiction and reclaim the rest of your life,

Telephone: 0800 140 4690

[rehab4addiction](#)

**ResoLUTiONs Luton** is a free and confidential drug and alcohol service for adults, young people and families

2-12 Victoria Street, Luton, LU1 2UA

[resolutions4luton](#)

resolutions.info@cgl.org.uk

ResoLUTiONs: 0800 054 6603

ResoLUTiONs Recovery Hub: 01582 965 123

## **Stepping Stones**

Specialist provision for women that misuse drugs and alcohol

Stepping Stones (Luton), 9a George Street West Luton, LU12BJ

[steppingstonesluton](#)

Telephone: 01582 457114

## **Young Peoples Drug Service**

53-55 Cardiff Road, Luton, LU1 1PP

Telephone: 01582 657558