

Alcohol and Substance Misuse (Student Policy)

This policy is of relevance to students / applicants /staff

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Approved on	
Approved by	Operations Board & Staff Student Liaison
Written by	Student Affairs Senior Health and Welfare Advisor
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This policy will be reviewed in two years and monitored consistently during that period to assess its implementation and effectiveness.

Contents

1. INTRODUCTION.....	3
2. OBJECTIVE	3
3. SCOPE.....	4
4. PRINCIPLES	4
5. EDUCATION AND TRAINING	5
6. ALCOHOL, SMOKING AND SUBSTANCE USE ON THE PREMISIS	5
7. PRESCRIBED MEDICINES	6
8. ROLE OF MEMBERS OF STAFF	6
9. ROLE OF STUDENT AFFAIRS.....	7
10. ROLE OF THE STUDENT	8
11. TREATMENT AND REHABILITATION	8
12. APPENDIX.....	9
12.1 GLOSSARY OF TERMS	9
12.2 GUIDANCE ON ALCOHOL CONSUMPTION.....	9
12.3 APPENDIX 3: GUIDANCE FOR HEAD OF DEPARTMENTS	10
12.4 THE MISUSE OF DRUGS ACT (1971)	11
12.5 LAWFUL HANDING OF ILLEGAL DRUGS	12

1. INTRODUCTION

The School is committed to providing support, where possible, to students who identify that they have a problem with alcohol or substance misuse.

Alcohol and drug misuse may:

- Represent a hazard to the health and safety of students, staff and visitors to the School
- Impair students work performance, attendance and conduct
- Affect the welfare of students by impairing their physical and psychological health, thereby contributing to social, economic and domestic problems

Alcohol and substance misuse, and possession on the premises is defined as consuming or otherwise taking either type of product during School time and on School premises. This can interfere with the safe and efficient functioning or performance of students' duties.

This policy does not deal with social drinking where this has no effect on performance and behaviour in the School premises.

2. OBJECTIVE

This policy has the following objectives:

- 1) To increase student awareness of the effects of inappropriate drinking and substance misuse upon their health
- 2) To promote sensible attitudes towards drinking for those students who choose to drink alcohol
- 3) To provide an environment which ensures, as far as possible, the health and safety of all students, staff and visitors
- 4) To prevent alcohol or substance misuse which may affect a student's health; lateness/absenteeism; safety concerns; team morale and poor discipline
- 5) To create an environment which encourages all students, whichever sector they work in and in whatever capacity, to seek early, appropriate help
- 6) To provide an acceptable, sensitive and confidential procedure which enables staff to initiate an appropriate and co-ordinated remedial response to students who either request help or are identified as having, or potentially having alcohol or substance related problems
- 7) To highlight the zero tolerance, legal stance the School will take on the possession/supplying/trafficking and use of illegal substances on school premises.

3. SCOPE

The policy applies to all enrolled students of the School. The policy also covers incoming students on the Erasmus programme and any other visiting students to the Senior school.

In this policy, misuse refers to:

- misuse of legal prescribed drugs
- use of illegal drugs
- misuse of other substances including alcohol and solvents
- other unclassified drugs that could affect performance at work

Misuse covers three main areas:

- Inappropriate use, where use may aggravate an existing condition or situation, or is done in potentially dangerous or inappropriate circumstances.
- Habitual or problematic use, where the student becomes psychologically or physically dependent on the effects of the substance to the extent that their drinking or substance misuse becomes a dominant concern in their lives, to the detriment of other aspects of their lives; and which can lead to deterioration in their health, conduct, and attendance.
- Excessive use, which can lead to physical and mental illness, or antisocial behaviour.

4. PRINCIPLES

4.1 Staff and students should seek to bring about a safe and supportive environment for the encouragement of students with alcohol or other substance related problems to seek help and support without hostility.

4.2 Inappropriate consumption of alcohol and abuse of other substances are primarily problems, which require specialist help. Students with alcohol, drug or other substance related problems will be supported in seeking specialist help and if necessary will be advised to intermit. Students who suspect they have an alcohol or other substance related problem are encouraged to connect with Student Affairs who can assist them to seek specialist help voluntarily, and may be advised where this information can be obtained. Students are encouraged to discuss this with the Senior Health and Welfare Advisor in Student Affairs and their HOD. Such information will be treated confidentially and sensitively with due regard to the wellbeing of the student.

4.3 All requests for help or referrals to the Senior Health and Welfare Advisor of those students needing help will be in strict confidence.

4.4 For those students choosing to drink alcohol, sensible drinking is advocated through general health promotion in the school. See appendix 3 for more guidance on alcohol consumption.

5. EDUCATION AND TRAINING

5.1 The School will ensure that students have the necessary information to raise awareness of the risks involved in substance misuse, including impact on future careers as well as an understanding of the management of safe and sensible drinking. There will also be active health promotions organised by The Senior Health and Welfare Advisor and The Student Union, which will provide support and advice on alcohol.

5.2 The School will ensure that information is freely available with the services available from the Student Affairs department.

5.3 The School will provide all students with access to a copy of this policy and ensure that they have access to information on sensible drinking and the risks associated with drug/substance misuse

5.4 If needed, the Senior Health and Welfare Advisor can arrange specialist training for students and staff regarding drug awareness.

6. ALCOHOL, SMOKING AND SUBSTANCE USE ON THE PREMISES

6.1 The possession or use of illegal drugs/alcohol by a student on the School premises will be dealt with under the Student Code of Conduct and disciplinary procedures. Where a student's guest/visitor is in possession of or has intent to supply/traffic or use illegal substance, the student will be held accountable under the Student Code of Conduct.

6.2 Although alcohol is a legal substance, its consumption may affect the safety of the student and others. While alcohol is allowed on the premises, it is considered that the drinking of alcohol during the working day is inappropriate.

6.3 Any student involved with the operation of machinery or equipment must not have consumed alcohol as per section 7 of the workers act.

6.4 Students who are on call for productions, performances etc, must ensure that they are not under the influence of alcohol or drugs during the on call period as this may affect their ability to carry out their duties.

6.5 The use of other substances must not have any adverse effect on work performance or personal behaviour. Therefore, students are encouraged not to consume alcohol at events which take place a short time before they commence duty/work/or a performance. (see Appendix 3).

6.6 If a student is found in breach of the misuse of drugs act 1971, the police will be contacted and consulted. Disciplinary action will be taken and the student may be suspended or expelled. The student may be asked to terminate their course with immediate effect and they may be required to vacate the halls of residence.

6.7 If a student wishes to report a drug related incident on School premises, they can approach the Police directly, Sundial Reps, or any member of staff.

7. PRESCRIBED MEDICINES

7.1 It should be recognised that both prescribed and over-the-counter medicines may cause impairment to a student's performance at School. Students should seek advice from their GP or pharmacist on any medicines they are taking, and should be encouraged to discuss any problems with the Senior Health and Welfare Advisor if they feel this would be helpful. They should inform their tutors any possible side effects of their medication.

7.2 Any student who is discovered misusing drugs prescribed for themselves whether at work or in their own time, will be dealt with in accordance with the procedure set out below.

8. ROLE OF MEMBERS OF STAFF

8.1 All Staff are expected to be watchful for signs of problems that could be caused by drug or alcohol dependency, and to be proactive in such situations in notifying senior management and Student Affairs and using the framework of this procedure.

8.2 As soon as a member of staff suspects, becomes aware, or is told that a member of their cohort has an alcohol or substance abuse problem, they should initiate a careful, sensitive discussion with the student and refer to Student Affairs for advice. All conversations will be in strictest confidence, except in cases where the health & safety of the student or others is breached, which cannot remain confidential and may mean that further action will need to be taken.

8.3 Identifying people in the School who may have problems related to alcohol or drug/substance misuse is not easy and often requires expert guidance. Should you notice changes in a student's behaviour, refer to Student Affairs for advice and guidance.

8.4 It is the responsibility of the student to decide whether or not to seek/participate in specialised counselling and/or treatment. No student will be required to comply with treatment against their will.

8.5 If a student rejects an offer of assistance, or where the risks to the student or other staff/colleagues/visitors are high, it may be appropriate to suspend the student from the School pending an investigation under the Student Code of Conduct & Disciplinary Procedure, or under the Fitness to Practise Procedure.

8.6 In cases where a student is receiving prolonged specialised counselling and treatment they may be advised to intermit.

8.7 It should be appreciated that treatment interventions in the management of alcohol or other drug/substance related problems are rarely time limited. It is very usual for a student to need a period of intense counselling and support, followed by a

period of monitoring/support on return to the School. However, it is recognised that the student may need to attend sessions of counselling support or follow up care. This approach ensures that students may return to the School as rapidly as possible, as well as continuing to receive support during the first few months after the problem has been identified when the chances of relapse are highest. A Case Conference may be called to look at further support options.

8.8 Every effort should be made to ensure that the student retains their present enrolment. There may, however, be instances where a student is receiving treatment but the risk to themselves or others is unacceptably high. In this case, a Progress Review may be called. Additionally, if a student refuses to seek help or follow advice, the matter will also be considered under the Course Participation Policy.

8.9 Where the staff or colleagues have reason to believe that a student has broken the law whilst on the School premises action will be taken under the School's disciplinary code. In these circumstances, breaking the law and/or being convicted of a criminal offence may be considered to constitute gross misconduct, and the student may be suspended or expelled.

9. ROLE OF STUDENT AFFAIRS

9.1 Student Affairs may be the point at which the problem is first acknowledged, this may be through a referral or through identification when another issue has been raised.

9.2 Student Affairs will advise the School, and in all matters relating to the continued support for a student, including cases where a student requests to seek medical help but prefers to receive diagnosis, care and/or treatment from his/her own doctor. Academic staff will only be provided with advice on the student's Fitness to Study, and will not have access to any clinical details, which are always strictly confidential within Student Affairs, unless the student consents to the information being shared.

9.3 Student Affairs will normally liaise with the GP who should arrange treatment involving specialists in the management of alcohol/drug misuse. Student Affairs staff may be able to help GPs facilitate appropriate referrals.

9.4 The role of Student Affairs may also relate to the joint management of the return of a student to the School after intermission. Those treating substance misuse are not always aware of the rigorous and demanding implications of the courses, and there is a role for the Student Affairs team in ensuring a suitable and satisfactory return to School.

9.5 To provide support and advice to HOD's, and Academic staff, to clarify, inform and interpret this policy and procedure to students where appropriate.

10. ROLE OF THE STUDENT

10.1 To be familiar with and comply with the principles and procedures and legal responsibilities of this policy, in particular regarding their own accountability towards themselves and towards others.

10.2 If they suspect, or know, that they have an alcohol or substance related problem, students are encouraged to seek support as soon as possible, voluntarily either via their departments, Student Affairs, or through an agency of the students own choice. Student Affairs can help signpost the student to appropriate external services.

10.3 To be aware of the effects of drinking alcohol or substance misuses before they start work. This will include any residual effects from the previous day.

10.4 To report concerns over the health or performance of colleagues, which may be related to the misuse of alcohol or other substances to their HOD immediately in the first instance, or by way of Student Affairs.

10.5 It should be emphasised that all students have a duty of care for their colleagues.

11. TREATMENT AND REHABILITATION

11.1 The rehabilitation programme will involve referral to an external agency to obtain appropriate and confidential treatment for the student. The School is not a therapeutic community.

11.2 The student should be granted sickness provisions, in the normal manner, whilst receiving medical treatment in accordance with the mitigating/intermitting policy. Discretion to grant a period of additional sick leave for rehabilitation lies with the School.

11.3 It should be made clear that the primary aim of treatment and rehabilitation is to ensure optimum recovery.

11.4 Relapse after treatment for substance misuse is common and the School is aware that despite counselling and follow up, this may still occur. The circumstances of the relapse and the response by the student will influence how the School will respond particularly in respect of the impact on staff and other students. Student Affairs and Academic staff should therefore discuss with the student and those involved in their course the limits to rehabilitation which could acceptably take place whilst still enrolled.

12. APPENDIX

12.1 GLOSSARY OF TERMS

Term	Explanation
PREMISES	For the purpose of this policy, all School premises, owned or leased for the purposes of School activity, and associated grounds and motor vehicles owned by the School or parked on its grounds.
Supply (or trafficking)	Shall not only mean the exchange of goods for money, but also the sharing and giving away of drugs free of charge.
Drug user	Refers to any person taking, administering or possessing an illegal substance whilst on the premises.
Colleague	Student peer

12.2 GUIDANCE ON ALCOHOL CONSUMPTION

Alcohol will stay in an individual's blood long after an alcoholic drink has been consumed and this must be remembered when drinking outside of School hours.

According to research, it takes on average one hour for a unit of alcohol (i.e. half a pint of beer, small glass of wine, single measure of spirits, small glass of sherry) to leave the body. Therefore, drinking on a break will mean that your body could still have alcohol in it when you recommence work, potentially affecting your performance, thereby putting staff, other students and visitors at risk. In addition, a student smelling of alcohol raises concerns about fitness from staff, fellow colleagues, visitors and relatives.

Drinking heavily before School may not only mean that you are still influenced by alcohol some hours later, but that you may still also be over the drink-drive limit. By using the average above, drinking 10 units of alcohol (5 pints, 5 glasses of wine etc) will mean alcohol may be present in your bloodstream 10 hours later.

Students must be aware of the amount of alcohol they drink outside of School hours.

12.3 APPENDIX 3: GUIDANCE FOR HEAD OF DEPARTMENTS

Meeting with Students under this Policy

CASE CONFERENCE

When preparing for the meeting, HoD should

- Ensure the meeting will be private.
- Have all the documentation ready which is relevant to the students deteriorating work performance.
- Plan the structure of the interview in advance.
- Have a member of Student Affairs present

IN THE MEETING

- Explain the reason for the meeting.
- Restrict the discussion to issues concerning work attitude and performance if alcohol/drugs are a factor – describe the behaviour/actions you have noted remaining as factual as possible.
- Ask the student directly if they have a drug/alcohol problem and if this is acknowledged offer support. In this case the matter will be dealt with as outlined in this policy.
- Arrange for the student to be seen by Student Affairs who can then help complete the appropriate referral documentation.
- After the meeting, decide whether to inform the parents, only after consultation with Student Affairs.
- Agree a plan of action with the student – this may include intermission for medical attention, counselling or rehabilitation.
- If the student denies there is a drug/alcohol problem, then make him/her aware that further unsatisfactory behaviour will be dealt with as a performance/misconduct issue under the Student Code of Conduct, or escalation under the Course Participation Policy.
- If the student accepts that there is a problem but refuses to accept or seek help, and shows a lack of commitment addressing the issue, it may be appropriate to suspend the student from the school under the Principal's emergency powers.

End the interview with an agreement on specific action:

- A referral to a specialist
- An understanding of what the next step is
- A reasonable time limit for improvement or return
- A detailed written record of the interview

Remind the student that discussion of the nature of the problem will be kept strictly confidential and confined to the individual, their department and Student Affairs.

12.4 THE MISUSE OF DRUGS ACT (1971)

The Misuse of Drugs Act (1971) is the main legislation covering drugs and makes the production, supply and possession of controlled drugs unlawful (drugs prescribed by a Doctor excepted). The Act lists the drugs that are subject to control and classifies them in three categories according to their relative harmfulness when misused:

The maximum penalties for drug possession, supply (dealing) and production depend on what type or 'class' the drug is.

Class	Drug	Possession	Supply and production
A	Crack cocaine, cocaine, ecstasy (MDMA), heroin, LSD, magic mushrooms, methadone, methamphetamine (crystal meth)	Up to 7 years in prison, an unlimited fine or both	Up to life in prison, an unlimited fine or both
B	Amphetamines, barbiturates, cannabis, codeine, ketamine, methylphenidate (Ritalin), synthetic cannabinoids, synthetic cathinones (eg mephedrone, methoxetamine)	Up to 5 years in prison, an unlimited fine or both	Up to 14 years in prison, an unlimited fine or both
C	Anabolic steroids, benzodiazepines (diazepam), gamma hydroxybutyrate (GHB), gamma-butyrolactone (GBL), piperazines (BZP), khat	Up to 2 years in prison, an unlimited fine or both (except anabolic steroids - it's not an offence to possess them for personal use)	Up to 14 years in prison, an unlimited fine or both
Temporary class drugs*	Some methylphenidate substances (ethylphenidate, 3,4-dichloromethylphenidate (3,4-DCMP), methylnaphthidate (HDMP-28), isopropylphenidate (IPP or IPPD), 4-methylmethylphenidate, ethylnaphthidate, propylphenidate) and their simple derivatives	None, but police can take away a suspected temporary class drug	Up to 14 years in prison, an unlimited fine or both

*The government can ban new drugs for 1 year under a 'temporary banning order' while they decide how the drugs should be classified.

12.5 LAWFUL HANDING OF ILLEGAL DRUGS

If you discover suspected illegal drugs on School premises, make prompt contact with the City of London Police on **0207 601 2115**. Or if in Sundial Court, the Metropolitan Police on **101**. The person discovering the substance may commit an offence if they do not take all reasonable steps to contact the police at the earliest opportunity.

In taking possession of suspected illegal drugs you are advised to:

- Ensure all seizures/finds are witnessed and corroborated by a second member of staff. This protects the integrity of staff against any possible allegations
- Seal the substance in a plastic bag. Mark this with the date and time of the seizure/find and details of the witness present. Managers may request self-sealing evidence bags from the police for use in the event of their finding suspected illegal drugs
- Store the substance in a secure location with limited access by two senior members of staff
- Notify the police without delay so that the substance can be collected, stored or disposed of as determined by evidential requirements
- Record full details of the incident, including the police incident reference number.