

Student Alcohol and Drugs Policy

July 2018

Introduction

The University of Exeter (the “University”) is committed to providing a safe and healthy environment for its students, staff and visitors. It seeks to promote a community which is supportive and which recognises different attitudes towards drug and alcohol use.

The University has a zero tolerance approach to the criminal misuse and supply of controlled substances and it is important to note that criminal convictions for the misuse or supply of a controlled substance can restrict future career and life choices. Whilst consumption of alcohol is not illegal, any resultant inappropriate behaviour may contravene the law and/or the University’s Disciplinary Procedures.

This policy seeks to align with the Government’s National Drug Strategy (2017) which is focussed on reducing the harm and cost that alcohol and drugs misuse can cause in society.

This policy is concerned with the effects of alcohol and drugs during the student experience at the University. This applies to all students of the University, who are required to adhere to the policy guidelines.

Definitions in this Policy

- Substance misuse is defined as: *‘the intermittent or continual use of alcohol or substances which causes detriment to an individual’s health, social functioning or work performance, and which affects efficiency, productivity, safety, attendance, timekeeping or conduct in the University’.*
- Controlled substances are defined as: *‘illegal drugs, prescribed and non-prescribed medication, solvents and new psychoactive substances’.* Substances covered in this document are those that come under the Misuse of Drugs Act 1971 and the Psychoactive Substances Act 2016. Further information can be found at the following website: <https://www.gov.uk/government/policies/reducing-drugs-misuse-and-dependence>

Aims of the policy

- Provide clarity on the University’s position on alcohol and drugs in order to minimise problems for staff and students.
- Support the safe and sensible use of alcohol and provide information on alcohol, and the misuse of a controlled substance. (<http://www.drinkaware.co.uk/> and <http://www.talktofrank.com/>).
- Support those affected with alcohol or controlled substance related problems by providing clear signposting to the support available to students and encouraging students to access treatment where possible.
- Identify circumstances in which disciplinary action will be instituted for alcohol or controlled substance misuse.
- Meet the University’s legal obligations to ensure the health and safety of its staff, students

and others at work.

The University's Commitment

- As part of the University's commitment to staff and students, we aim to create healthy and sustainable working, learning and living environments for students, staff and the wider community. Safe and sensible drinking can be a positive feature of student life. For many, it is part of the student experience.
- The University's commitment to enhancing the health, safety and wellbeing of its students recognises the risks that may be caused by alcohol or controlled substances.
- This policy aims to facilitate the early identification of such problems and encourage students to seek advice, help and assistance voluntarily before their health and/or studies are adversely affected.
- The University has a 'zero tolerance' approach to the possession, use or supply of controlled substances by students and while we will aim to reduce the risks associated with the misuse of drugs through awareness and information programmes, we will also make appropriate use of disciplinary procedures and referral to the police.
- The concern for the University is to try and protect students from the harmful effects of excessive substance misuse, looking at the physical, social and/or academic aspects of students' lives.
- The Exeter Student's Guild and FXU have their own policies and guidance in relation to Alcohol and Drug use.¹
- The Exeter Athletic Union also has a Code of Conduct and Social Event Policy².

Core Principles

The core principles underpinning the policy reflect the University's diverse responsibilities. The University:

- will seek to promote knowledge, awareness and understanding to enable its community to make informed choices;
- will aim to provide a safe, healthy and supportive environment for its students and staff;
- will seek to encourage supportive and caring harm minimisation strategies which reduce the risks associated with controlled substance use/misuse including promoting drug free lives and recovery where appropriate; and
- will not tolerate i) the possession or use of controlled substances ii) the supply of any controlled substances iii) the misuse of alcohol and iv) the misuse of other substances on its premises.

¹ <https://www.exeterguild.org/freshers-2017/universitylife/alcoholanddrugs/>
<https://www.fxu.org.uk/welfare/drugs/>

² <http://sport.exeter.ac.uk/studentsport/au/codes/>

The Legal Context

The Health and Safety at Work Act 1974 requires the University to do what is reasonable to protect the health and safety of staff, students and visitors. Drug and alcohol misuse can have an impact on the health and safety of an individual and also for others, for example students in shared accommodation or staff having to handle illegal substances and drug-related paraphernalia.

In line with the Misuse of Drugs Act 1971 and Psychoactive Substances Act 2016, the University has a responsibility to uphold the law. Students who contravene the legislation outlined above, may be subject to disciplinary action by the University and this may include reporting incidents to the Police.

Awareness

The University will endeavour to increase awareness and understanding of drug and alcohol related issues. This includes:

- raising student awareness with links to established help sites e.g. <http://www.drinkaware.co.uk/> and <http://www.talktofrank.com/>;
- ensuring students are aware of the dangers of the use of Psychoactive Substances (so-called 'legal highs') (especially in combination with other intoxicants);
- inviting representatives from our partner agencies including the Police Liaison Officer to give talks at 'Fresher' events and other appropriate forums; and
- ensuring the University's accommodation contract specifically prohibits the misuse of controlled substances on University premises.

Support and Advice

The University regards an individual's dependency on either controlled substances or alcohol as a health problem. If a student reports the matter to their Personal Tutor or other member of staff the University would consider how best to support the student having regard to its Health, Wellbeing and Support to Study Procedure³.

For those wishing to discuss problems related to the use of controlled substances or alcohol, advice is available from the Wellbeing Services provided by the University and FXPlus and the Students' Guild/FXU.

If a student believes that someone has difficulty in controlling their use of alcohol or controlled substances, they should encourage them to seek support. If they are concerned that they are a danger to themselves or others, it is recommended that a senior member of staff be informed, for example their Academic Personal Tutor or Head of College/Department. Contact may also be made with the Wellbeing Services provided by the University and FXPlus.

Staff will not provide direct advice on substance misuse but will provide guidance as to where support is available, for example Wellbeing Services.

The University offers a range of advice, guidance and support services to students with controlled substance and alcohol concerns. These services are freely available to all students who wish to access

³ <http://www.exeter.ac.uk/staff/policies/calendar/part1/otherregs/health/>

help and support. Students should contact the following services:

- Wellbeing Services: <http://www.exeter.ac.uk/wellbeing/>
- The Student Health Centre/ GP Services: <http://www.exeter.ac.uk/newstudents/supportandservices/yourhealthandwelfare/>
- Penryn Details: <http://www.fxplus.ac.uk/students/student-support-services/counselling>

University services will provide initial advice and support, especially with regard to study-related needs. Wellbeing Services may signpost to outside agencies for more specialist support and treatment.

Additional help can be found on the following websites:

Talk to Frank - www.talktofrank.com

Drug Scope - www.drugwise.org.uk

Alcohol Concern - www.alcoholconcern.org.uk

Alcohol advice and information - www.drinkaware.co.uk

NHS services and support – www.nhs.uk

Management and Procedure

Any student found having used or being suspected of having used controlled substances illegally will be provided with the necessary care and attention in relation to their health needs. The University's priority is to safeguard the wellbeing of the individual and all other students. Each case will be assessed individually, however, any student found in possession of, using, or dealing illegal drugs (or what are reasonably suspected to be illegal drugs) will normally be subject to disciplinary action. These disciplinary actions could include mandatory drugs awareness programmes, notice to leave University accommodation, suspension or expulsion from the University.

The University also has a legal duty to inform the police of any incident involving controlled substances, which could result in criminal prosecution. If a student is convicted of a drug-related offence, there may be additional implications for their future employment and travel. Students should be aware of the potential implications for professional suitability, professional registration etc., especially with regard to vocational qualifications.

Where breaches of the University's Student Alcohol and Drugs Policy are suspected, they will be referred under the University's Student Disciplinary Procedures or Fitness to Practise Procedures, as appropriate. While the main aim of this Policy is to educate and support students rather than to impose penalties, disciplinary action will be taken against students where illegal activity is involved and may be taken depending on the nature of other incidents.

As the Student Accommodation Contract specifically prohibits the misuse of controlled substances on University premises, students who fail to comply with the terms of the contract may be served with a 'notice to quit'. In most cases, where students are within University managed accommodation, the disciplinary process will be undertaken in accordance with the Student Accommodation Contract.

Students may be suspended, excluded temporarily or expelled from the University, or any of the University's facilities, in the following cases:

- where their continued presence constitutes a threat to themselves or others;
- where their behaviour disrupts other students in their studies, or in the wider use of the campus;
- where their behaviour seriously breaches the University's Disciplinary Procedures;
- where their behaviour compromises the reputation of the University; and/ or
- where their behaviour breaches the code of conduct of the relevant professional body and they are deemed to be professionally unsuitable to practice.

Any person who is not a member of the University found on University premises, possessing or suspected of being involved with controlled substances will be removed from the premises immediately. Where appropriate the police will be informed and the person concerned will be banned from the University. Any member of the University who had invited them on to the premises will be subject to investigation themselves for allowing the incident to take place.

Set out at Appendix A is a summary of the approach Estate Patrol will in relation to the seizing and holding of controlled drugs.

Conclusion

The University has responsibilities to its students and recognises the importance of providing a safe place to live, learn and work. The University will ensure that appropriate support and advice is available to students but will also take disciplinary action where illegal activities are taking place and particularly when they endanger an individual student or other members of the University. The University has a legal duty to report any illegal activity to the police, in which case the matter will be handed over to the authorities.

The policy will be reviewed after the first year of introduction and will be reviewed from time to time thereafter at least once every 2 years.

May 2018

APPENDIX A – ESTATE PATROL APPROACH TO SEIZING AND HOLDING OF CONTROLLED OR NEW PSYCHOACTIVE SUBSTANCES

It is essential that when seizing controlled or new psychoactive substances (NPS) strict evidential continuity guidelines are followed and health and safety procedures are adhered to.

Estate Patrol Officers are to adhere to the following procedures:

- If the Controlled Substance in question is not thought to be cannabis or the quantity of cannabis is thought to be too large for personal use the Estate Patrol is to contact Devon & Cornwall (D&C) Police.
- If the alleged controlled substance is believed to be cannabis for personal use the Estate Patrol Officer is authorised by D&C Police to seize the items.
- The seizing Estate Patrol Officer is to ensure their Body Worn Camera is set to record and captures the seizing and continuity.
- Surgical Gloves are to be worn.
- Controlled substance thought to be cannabis or NPS is to be sealed within a D&C Police plastic exhibit bag by seizing Estate Patrol Officer. All information boxes are to be completed using a biro pen preferably black ink (remove silver strip and seal bag).
- More than one bag to be used if applicable.
- Exhibit Bag to be labelled with seizing Estate Patrol Officers identifying mark Full Initials/number (e.g. RMH/1 subsequent bags increase numerically).
- Description of item to be annotated – (e.g. plant like substance believed to be cannabis).
- Annotate Time and Date.
- Where seized (e.g. seized from Mr Student in Room 1 of Lafrowda).
- Annotate remaining boxes.
- The exhibit bag is to be returned to the Estate Patrol secure locker until such time that it is recovered (D&C Police to be notified at the earliest opportunity).
- Once seizing Estate Patrol Officer is content with the seizure the Body worn Camera is to be switched off.

Continuity of Evidence

Estate Patrol Officers are reminded that it is essential to maintain the continuity of evidence throughout the process of seizing and securing controlled substance or an NPS.

Subsequent Incident Reports are to include the unique exhibit number and should be accompanied by a Section 9 Statement.

Example Statement Format:

I am the above named Estate Patrol Officer and have been employed as an Estate Patrol Officer since (Date).

At (Time), on (Day), (Date), (Year) I was on mobile patrol in company with (Name) of the University of Exeter (UoE) Estate when I was called by radio message to attend (Location).

On Arrival at (Location) I proceeded to (Room Details) where I was met by (Student Names).

Provide a full description of the actions that were taken. The details must include the following - At (Time) I seized (Description, already written on exhibit bag) I sealed the item within an exhibit bag and

labelled the item as (Unique exhibit number). I subsequently conveyed (exhibit number) to the Estate Patrol Control Room where it was secured within the exhibits locker.

Standard Operating Procedures for the Storage of Controlled Drugs delivered to the Estate Patrol Control Room.

Controlled Drugs (CD), classified under this Act, is drugs that are considered to be potentially harmful to man, with the potential for abuse and addiction. They are governed by the Misuse of Drug Regulations 2001, issued under the Misuse of Drugs Act 1971. The Regulations specify who may obtain and prescribe such drugs, how their possession must be recorded, their safekeeping and correct disposal.

CDs used within the University at this present time are to include 4-Bromophenethylamine and Tetrahydrocannabinol (THC).

CDs are obtained from reputable suppliers through the University ordering process. Any order of CDs must be authorised by the University designated individual (UDI) before it can be placed with the supplier. The Principal Investigator (PI) on each research project (or named deputy), are the only individuals permitted to requisition CDs on behalf of the University and will be fully trained in the processes and requirements. Procurement will be managed through the University's existing procurement system with approved suppliers allocated a unique identifier (CAS number) that will enable procurement activity to be tracked.

All University staff with any role in the procurement, storage or disposal of CDs will be fully trained on all relevant procedures. Training records will be kept and reviewed on at least an annual basis.

Delivery

The CDs will be delivered to the Estate Patrol Control Room. Estate Patrol will log the delivery in their CD register; this register is kept within the secure controlled substance locker within the Control Room.

The CD's will be placed in an approved locked cabinet prior to collection. This steel cabinet is bolted to a solid wall and meets the requirements of the Misuse of Drugs (Safe Custody) Regulations 1973. Estate Patrol will contact the UDI (In accordance with supplied contact details) so that collection of the CD's can be arranged. This is to happen as soon as possible after the delivery has arrived. The UDI will sign out the CD from the Estate Patrol office with two signatures for exit and entry made in each register. Estate Patrol staff will be trained in the procedures to follow and in the process to use if adverse events occur. Adverse events which require reporting to the Police will use the existing Estate Patrol incident reporting system.

CDs can only be delivered by the UDI to the designated laboratory where the CDs are to be used. The CDs are signed out of the university CD register and in to the designated laboratory CD register with two signatures for exit and entry made in each register. Laboratories will be designated by the responsible officer or delegate before any CDs can be stored or used; e.g. to ensure that the appropriate storage facilities and recording processes are in place.