



**DRUGS AND ALCOHOL POLICY AND PROCEDURE
2020 – 2023**

CONTENTS

1	PURPOSE.....	3
2	SCOPE.....	3
3	POLICY STATEMENT	3
4	PROCEDURE	4
5	RESPONSIBILITIES	5
	Compliance, monitoring and review.....	5
	Reporting.....	5
	Records management.....	5
6	DEFINITIONS	5
7	RELATED LEGISLATION AND DOCUMENTS.....	6

Change Control

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This Policy applies to University Centre Weston (UCW) and meets the requirements of the Office for Students (OfS), the Quality Assurance Agency (QAA), and the Revised UK Quality Code. Where required guidance from the Competition and Markets Authority (CMA) and the Office of the Independent Adjudicator (OIA) will be observed.

1 PURPOSE

- 1.1 This document sets out the expectations of University Centre Weston (UCW) with regards to drugs and alcohol, and the approach that should be adopted by staff when students are not meeting those expectations.
- 1.2 This document sets out the procedures that should be followed for minor incidents as well as those incidents that are more serious and/or deemed as gross misconduct.
- 1.3 The Policy aims to apply restorative approaches rather than punitive measures for dealing with minor incidents or breaches of discipline.
- 1.4 UCW will work proactively to reduce the harmful impact of alcohol and other drugs in order to prioritise the safety, health and wellbeing of everyone within the UCW community.
- 1.5 Students who fail to respond to the restorative approaches and continue to disrupt learning or the UCW student community, will be progressed to the disciplinary stages reserved for serious and gross misconduct set out in the UCW Student Code of Conduct.

2 SCOPE

- 2.1 This Policy applies to UCW students and apprentices, irrespective of their course or awarding organisation. The only students exempt from this Policy are the Nursing Associate Degree Apprentices. These students will adhere to the Policy as determined by University of the West of England (UWE) and the Nursing and Midwifery Council.
- 2.2 This Policy has been approved by the partner awarding organisations (Bath Spa University, UWE and Hartpury University). Should a situation be considered serious or gross misconduct, the UCW Student Code of Conduct will apply and the relevant awarding organisation will be informed. If the student is an apprentice; their relevant employer will also be informed.
- 2.3 It may also be necessary for UCW to deal with a situation through the UCW Fitness to Study Policy and Procedure or the UCW Fitness to Practise Policy and Procedure. This decision will be made by the Director of Higher Education. Every effort will be made to ensure the student is made aware of what policy is being invoked, and a copy of the relevant policy will be sent to the student via email.
- 2.4 This Policy applies to all UCW or the Weston College Group associated premises, including but not limited to the student accommodation, work placement settings and Puxton Park.
- 2.5 This Policy also applies where a student's behaviour has been reported as damaging to the reputation of the student, UCW or the wider Weston College Group.
- 2.6 This Policy works within the requirement of the Disability Discrimination Act Part IV. Where students have a disability, including mental health issues or behavioural difficulties, reasonable adjustments will be made to ensure they are not discriminated against. An assessment will be made by the HE Specialist Support Manager regarding the extent and reasonableness of the adjustments to be made in any disciplinary case.
- 2.7 If a student feels they have mitigating circumstances that need to be taken into account should a breach of this Policy occur, then they need to inform the HE Academic Registry Team (HEART) as soon as possible.

3 POLICY STATEMENT

- 3.1 UCW acknowledges its legal obligations and will uphold the law with regards to possession and consumption of alcohol and the criminal law on drug abuse.
- 3.2 The misuse of drugs or alcohol and the supply of illegal drugs in UCW or the Weston College Group associated premises (the student accommodation, work placement settings, Puxton Park, field trips or residential), will not be tolerated.
- 3.3 UCW and the Weston College Group associated properties, in accordance with the law, will tolerate smoking in designated areas only (this includes electronic cigarettes/vapes).
- 3.4 UCW 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 drugs and alcohol use.
UCW will:
 - aim to provide a safe, healthy and supportive environment for its students and staff,
 - promote supportive and caring harm minimisation strategies which reduce the risks associated with drug use/misuse.
- 3.5 Any UCW student who is concerned that they may have a dependence on alcohol or drugs is encouraged to seek help and advice from their G.P. They can be supported to do this by HEART.

- 3.6 Should disciplinary action need to be taken, UCW will ensure the focus will be on the student's behaviour and its actual or potential impact on others, rather than on their substance use. Support will be offered to the student by the Welfare and Wellbeing Team within HEART.

4 PROCEDURE

Students perceived to be/are under the influence of Alcohol

- 4.1 If a student is perceived to be under the influence of alcohol in UCW, its associated premises, or in public during the students' timetabled day, the matter will be reported to their Dean of Faculty (DoF) immediately who will assess the situation and discuss with the HE Academic Registrar or the HE Specialist Support Manager. Should the DoF be unavailable then the Section Area Manager (SAM) relevant to that student will act on their behalf.
- 4.2 The DoF will then arrange for the student to go home. Should the DoF deem that the student is not fit to be sent home alone, the Next of Kin will be contacted to ensure that they are able to be supported once at home.
- 4.3 The DoF will then arrange to meet with the student within 48 (working) hours. The student will be asked if they would like a member of HEART to be present in this meeting to provide support. Prior to this meeting the DoF will gather any associated evidence.
- 4.4 If sufficient evidence is provided that the student was under the influence, then the matter should be considered either a 'serious' or 'gross' breach of the UCW Student Code of Conduct (depending on the severity of the situation and any mitigating circumstances) and be dealt with in accordance with this Policy and Procedure. It may be necessary to deal with the matter under the UCW Fitness to Study Policy and Procedure or the UCW Fitness to Practise Policy and Procedure. This decision will be made by the Director of Higher Education. Every effort will be made to ensure the student is made aware of which policy is being invoked, and a copy of the relevant policy will be sent to the student via email.
- 4.5 If there is insufficient evidence, then the student will be reminded of this Policy and Procedure and a note will be made on the student's electronic Individual Learning Plan (eILP) to say that a cause for concern was raised relating to this Policy and Procedure.
- 4.6 The Welfare and Wellbeing Team within HEART will be made aware of the situation and support will be offered by this team throughout this process.

Students perceived to be/are under the influence of Drugs or are in possession of (non-prescribed/controlled) Drugs

- 4.7 If a student is perceived to be under the influence of drugs or other chemical substances (or is in possession of non-prescribed/controlled drugs) in UCW or its associated premises, or in public where reported to UCW, the matter will be reported to the Dean of Faculty (DoF). Should the DoF be unavailable then the Section Area Manager (SAM) relevant to that student will act on their behalf.
- 4.8 The DoF will then arrange for the student to go home. Should the DoF deem that the student is not fit to be sent home alone, then the Next of Kin will be contacted to ensure that they are able to be supported once at home.
- 4.9 The DoF will deal with the situation through 'gross' breach of the UCW Student Code of Conduct. It may be necessary to deal with the matter under the UCW Fitness to Study Policy and Procedure or the UCW Fitness to Practise Policy and Procedure. This decision will be made by the Director of Higher Education. Every effort will be made to ensure the student is made aware of which policy is being invoked, and a copy of the relevant policy will be sent to the student via email.
- 4.10 A decision will be made by the Director of Higher Education and the DoF as to whether to report the matter to the police.
- 4.11 The Welfare and Wellbeing team within HEART will be made aware of the situation and support will be offered by this team throughout this process.

Students supplying non prescribed / controlled drugs/ alcohol / NPS in UCW or its associated premises in a public area during the students timetabled day

- 4.12 If a student is discovered to be supplying non-prescribed/controlled drugs in UCW, or its associated premises or in a public area during the students timetabled day, the matter will be reported to the HE Academic Registrar or the HE Specialist Support Manager who will inform the Police, taking their guidance on how to deal with the student in the first instance.
- 4.13 The matter will also be dealt with from UCW's perspective by the student's Dean of Faculty through 'gross' breach of the UCW Student Code of Conduct. It may be necessary to deal with the matter under the UCW Fitness to Study Policy and Procedure or the UCW Fitness to Practise Policy and Procedure. This decision will be made by the Director of Higher Education. It may also be necessary to inform the student's partner

university to ascertain whether their Code of Conduct should be invoked in this instance. Every effort will be made to ensure the student is made aware of which policy is being invoked and a copy of the relevant policy will be sent to the student via email.

- 4.14 If the matter is being dealt with by the police under the criminal process, then apart from taking any necessary precautionary measures (for example potentially suspending a student), the UCW disciplinary process should be suspended until the criminal process is at an end.
- 4.15 The Welfare and Wellbeing Team within HEART will be made aware of the situation, and support will be offered by this team throughout this process.

Discovering of substances

- 4.16 If substances are discovered in UCW, its associated premises or whilst on residential/field trips or during a UCW organised event, the responsible member of staff should store the substance securely and take them to HEART at the earliest opportunity with details of time, date and place of discovery. HEART will then dispose of the substance(s) safely and in consultation with the police if necessary.

Smoking on UCW premises (including Electronic Cigarettes/Vapes)

- 4.17 Smoking (including Electronic Cigarettes and Vapes) is only permitted in designated areas at UCW and its associated premises (included the student accommodation).
- 4.18 If a student is discovered smoking outside of these designated areas, the matter will be reported to the student's Section Area Manager (SAM). The SAM will then deal with the situation; this is discretionary depending on the circumstances but could be deemed as a 'serious' breach of the UCW Student Code of Conduct. Should the matter be dealt with through the UCW Student Code of Conduct, a copy of the policy will be sent to the student via email.
- 4.19 The Welfare and Wellbeing Team within HEART will be made aware of the situation and support will be offered by this team throughout this process.

5 RESPONSIBILITIES

Compliance, monitoring and review

This version of the UCW Drugs and Alcohol Policy and Procedure will be applied from 2020 to 2023.

Reporting

- 5.1 Issues on drugs and alcohol may be fed through to the Safeguarding Committee by the Director of Higher Education or the HE Academic Registrar.

Records management

- 5.2 Staff must maintain all records relevant to administering this Policy and Procedure using the Weston College Group (ISO) recordkeeping system.

6 DEFINITIONS

- 6.1 UCW recognises that issues relating to the use of alcohol, tobacco and drugs cross the boundary between legal and illegal activity.
- 6.2 Alcohol dependence is defined as a level of drinking which persistently affects a student's attendance or ability to engage with their course, impairs their judgements and endangers or impacts upon others. This is regarded as an illness.
- 6.3 Drug dependence is defined as the taking of illicit drugs or other chemical substances into the body, in an unprescribed manner, which affects a student's attendance or ability to engage with their course, impairs their judgements and endangers or impacts upon others.
- 6.4 Smoking dependence is defined as the addiction to nicotine which as a drug has many different effects on the body at the same time. Nicotine effects chemicals in the brain and artificially induces a feeling of relaxation and reduced anxiety, which can affect a student's judgement and impact on others.

7 RELATED LEGISLATION AND DOCUMENTS

Alleged failures by students to comply with this Policy may result in UCW taking action through other policies (including those of the partner university). The Director of Higher Education will determine the appropriate policy to be followed in any matter. The student will be made aware which policy and procedure is being followed at all times and a copy will be emailed to them.

Other related and relevant policies may include, but are not limited to:

- UCW Student Code of Conduct
- UCW Student Charter
- UCW Complaints Procedures
- UCW Fitness to Student Policy and Procedure
- UCW Fitness to Practise Policy and Procedure
- [Disability Discrimination Act Part IV](#)