

## Drugs and Alcohol Misuse Policy (Students)

<b>Revision number</b>	7
<b>Author/policyholder</b>	Group Head of Student Support and Wellbeing
<b>Approved by</b>	Academic Board
<b>Approval date</b>	29 November 2023
<b>Date of next review</b>	February 2026

<b>Linked external codes/regulations</b>
<p>Alcohol Licensing Act (2003)</p> <p>Misuse of Drugs Act (1971)</p> <p>Health and Safety at Work etc. Act (1974)</p> <p>Psychoactive Substances Act (2016)</p> <p>Smoke free (Premises and Enforcement) Regulations 2006</p>
<b>Linked documents/references</b>
<p>Student Charter</p> <p>Student Handbook</p> <p>HE Student Disciplinary Policy</p> <p>Safeguarding Policy and Procedures</p> <p>Health and Safety Policy</p> <p>Student Mental Health Policy and Procedures</p> <p>Support to Study Procedures</p> <p>Smoking Policy</p>
<b>Equality Impact Assessment information</b>
Impact Assessment to be completed upon approval of policy
<b>Scope of policy (audience)</b>
Students
<b>Alternative Formats</b>
Large font, electronic format available upon request

<b>Policy statement</b>
<p>Leeds Conservatoire is committed to ensuring that the use of alcohol and drugs does not have an adverse effect on the working and social conditions of its students, staff and visitors. The policy extends to cover situations where a student on the premises may be under the influence of a substance not consumed/used directly on the premise.</p> <p>The conservatoire recognises that:</p>

- It has a specific duty under Section 2(2)(e) of the Health and Safety at Work Act to “provide and maintain a safe working environment which is, so far as is reasonably practicable, safe, without risks to health”.
- It has a responsibility under The Misuse of Drugs Act (1971) which covers offences relating to the unlawful manufacture, supply and possession of drugs. Under section 8 of this Act, it is an offence for the management of establishments to knowingly permit the use of drugs on their premises or to allow their supply or production.
- It has a specific duty under the Alcohol Licensing Act (2003) to manage premises responsibly and has the authority to ban people for their anti- social behaviour from all areas where alcohol is on sale.
- It has a duty to protect employees, students and members of the public from the detrimental effects of passive smoking as defined in the Smoke free (Premises and Enforcement) Regulations 2006.
- It must make clear to students that the consequences, which can result from a Police caution or a prosecution for possession, supply or trafficking of illegal drugs are not limited to fines and prison sentences. A criminal record can have a serious impact on employment prospects, particularly for professions such as teaching. Even travel plans can be affected as visas to enter certain countries may be denied. Students may also be subject to action under the terms of the HE Student Disciplinary Policy.

### **Background/Vision**

- The central aim of the conservatoire’s policy on the misuse of drugs and alcohol is to balance respect for the privacy and freedom of individual students with the need to comply with the law and maintain a safe learning environment.
- An important aspect of the policy is the offer of assistance to students who may need advice or support about drugs or about any issues arising from the use of drugs. Leeds Conservatoire wishes to support students who have a substance misuse issue to seek help, and to be supported in doing so.
- It is a requirement of Leeds Conservatoire regulations that students observe the terms of the policy, violations of which may constitute misconduct under the terms of the HE Student Disciplinary Policy. Students may also be asked to leave the premises and/or be reported to the police.

### **Procedures**

#### **General**

Leeds Conservatoire aims to provide a safe learning and social environment for its students.

Early intervention can increase the likelihood of a positive outcome.

**Self-referral and general actions to take**

- Students may decide to seek help voluntarily from their GP, one of the agencies listed in Appendix A or through the Health & Wellbeing team in Student Support and Wellbeing
- If a student is identified by staff or peers as having a dependency on drugs or alcohol, they should be encouraged to contact the Health and Wellbeing team.
- Circumstances differ from case to case and decisions about whether and what action to take may depend upon the severity and nature of the case.

The following are considerations to be taken into account:

- ❖ Severity of any incidents relating to drugs or alcohol misuse;
- ❖ Level of risk to personal safety and that of others;
- ❖ Background and the circumstances surrounding the episode(s) of drug or alcohol misuse or any dependency;
- ❖ Whether the behaviour contravenes the Student Disciplinary Policy;
- ❖ Whether this is an isolated incident or a recurring issue;
- ❖ Impact on student engagement with both their course of study and peers;
- ❖ Whether the student is willing to engage with services.

**Action to take in cases of possession or supply of illegal drugs**

- Possession or supply of illegal drugs is a criminal offence. Leeds Conservatoire will report all such cases to the police as required under the Misuse of Drugs Act 1971 and may decide to take disciplinary action irrespective of whether the authorities decide to prosecute.

**Action where there is a safety risk**

- If a student acts in such a way that they are a danger to themselves or others, Leeds Conservatoire will take corrective action to prevent injury by removing the student from the situation. This may mean that you are required to leave Conservatoire premises and restrictions placed on your return.
- Where the student is heavily under the influence of alcohol or drugs they may need to be observed by a First Aider, emergency services or 111 contacted.

**Responsibilities****Students are expected to:**

- Ensure they are familiar with this policy.
- Seek help, ideally at an early stage, if they suspect or know they have a problem.
- Ensure they know how to contact either an appropriate member of Student Support and Wellbeing or external agency.
- Encourage other students to seek help if they have a problem.
- Co-operate with any investigation into suspected misuse.

**Students' Union will:**

- Contribute to encouraging and promoting a sensible approach to drinking and the prevention of drug misuse.
- Support and offer events, awareness campaigns and activities, which promote health and wellbeing.
- Ensure that there is no pressure to misuse alcohol or drugs and that there is provision of non-alcoholic drinks at all SU events

**All staff will:**

- Be aware of the policy, procedures and referral processes for dealing with substance misuse.
- Alert the Head of Student Support and Wellbeing or Assistant Facilities Manager of any concerns surrounding substance misuse within the conservatoire.

**Assistant Facilities Manager will:**

- Coordinate the investigation of any incidents of substance misuse on the premises as requested using CCTV footage if necessary.
- Ensure the CCTV system is fully operational, that recorded images are stored for only the agreed length of time and be responsible for the live and recorded viewings of incidents relating to substance misuse on the premises.
- In the event of an incident, involve security staff as appropriate.

**Accommodation Adviser will:**

- Receive any concerns regarding the misuse of alcohol or drugs by our students from accommodation providers and liaise with them as appropriate to seek a resolution.

**Student Support Health and Wellbeing staff will:**

- Act as a confidential self-referral facility for students.
- Observe Leeds Conservatoire's procedures and codes in addition to complying with any relevant codes of ethics governed by professional bodies, whilst operating within GDPR.
- Have in place systems of referral to external agencies, promote awareness campaigns and widely share details of relevant agencies.

**Head of Student Support and Wellbeing will:**

- Receive all reports of drugs possession or supply and report to the Police involving the Assistant Facilities Manager as appropriate.

**Quality and Governance Manager will:**

- Invoke procedures contained within the HE Student Disciplinary Policy as necessary

## **Appendix 1 - Where to go for help**

### **Internal Contacts**

**First Aiders** - up to date lists of First Aiders are posted by the lift doors on each floor and in 406

**Health and Wellbeing Team** – based in Student Support, room 406, e: [healthandwellbeing@leedsconservatoire.ac.uk](mailto:healthandwellbeing@leedsconservatoire.ac.uk)

### **External Contacts**

**Forward Leeds** 0113 887 2477, [www.forwardleeds.co.uk](http://www.forwardleeds.co.uk)

**Leeds Student Medical Practice** 0113 2954488, [www.leedsstudentmedicalpractice.co.uk](http://www.leedsstudentmedicalpractice.co.uk)

**Alcohol Concern** [www.alcoholconcern.org.uk](http://www.alcoholconcern.org.uk)

**Drink Aware** [www.drinkaware.co.uk](http://www.drinkaware.co.uk)

**Talk to Frank (Drugs Advice)** [www.talktofrank.com](http://www.talktofrank.com)

**If a student needs urgent support they could consider the following options:**

- Contact their G.P.
- Call the NHS 24 hr non-emergency line on 111. They will assess symptoms and direct to the most appropriate medical care
- Attend A&E at local hospital