

Kingston University London

STUDENT SUBSTANCE USE AND MISUSE POLICY

STUDENT SERVICES

ISSUE NUMBER: 2.0

ISSUE DATE: August 2015

REVIEW DATE: August 2017

1.0 Definitions

1.1 Substances within the context of this policy include:

- Use of Illegal drugs
- Use of legal highs and synthetic drugs
- Abuse of prescribed medication
- Abuse of dietary supplements
- Alcohol taken to an extent that it interferes with reasonable functioning

1.2 Relevant information and advice on substance use and misuse including government strategy and legislation is available on the Home Office site at:

www.gov.uk/government/policies/reducing-drugs-misuse-and-dependence

2.0 Introduction

2.1 Kingston University has a responsibility to provide a safe and healthy study and work environment for all of its students, staff and visitors. The University recognises that its responsibilities include: education and the provision of information regarding the effects caused by the misuse of drugs, alcohol or any other substances; the delivery of appropriate support and external referral where deemed appropriate; and taking action under the Student Disciplinary Procedure where necessary.

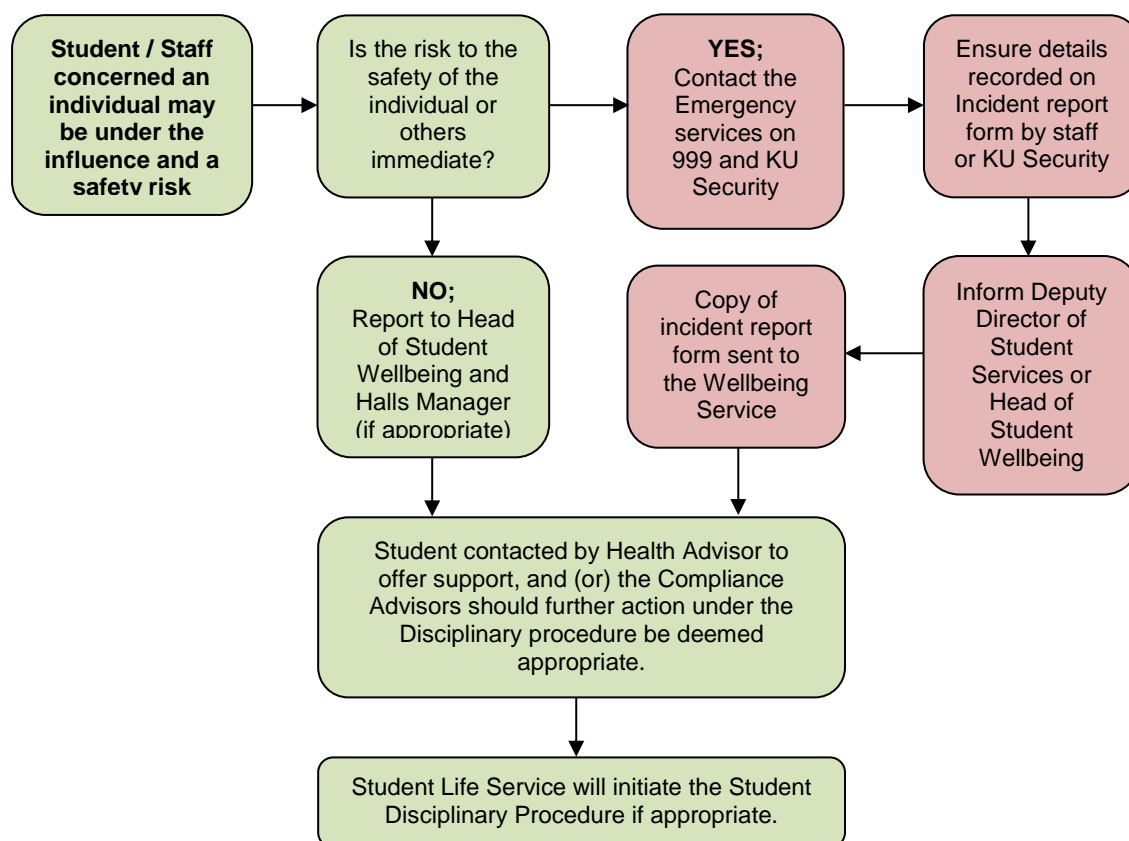
2.2 Kingston University prohibits the use of illegal substances or the misuse of alcohol or other substances on any of its premises. However, it does recognise that some alcohol and drug related problems are medical conditions and should be treated accordingly with reference to applicable procedures such as the Mental Health Procedure.

2.3 This Policy:

- Applies to all students enrolled on programmes at Kingston University or on a Kingston University programme delivered at a partner institution.
- Aims to enable the University to fulfil its legal, pastoral and educational responsibilities regarding substance use and misuse.
- Is primarily concerned with the non-medical use of drugs, alcohol and other substances and the risks associated with their misuse.
- Recognises the possible misuse of over-the-counter and prescribed drugs.

3.0 Action if an individual becomes a threat to the safety of themselves or others

- 3.1 The following flow-chart provides information on the recommended course of action for a staff member or student in the event they suspect another individual has a problem with or is under the influence of drugs, alcohol or other substances, which may pose a risk to the safety of the individual or others;



3.2 Contact details:

Contact	Extension	Email
Student Wellbeing Office	62172	health@kingston.ac.uk
Health Advisor	62463	C.Brazier@kingston.ac.uk
Head of Student Wellbeing	62180	P.Wrangles@kingston.ac.uk
Deputy Director of Student Services	62002	J.Aldridge@kingston.ac.uk
Halls Residential Manager	67442	M.Redwood@kingston.ac.uk

4.0 Education

4.1 Kingston University wishes to actively promote the health and wellbeing of its students and the wider community; it aims to do this by:

- Providing information in all University Wellbeing Centres, the Student Life Centre, Halls of Residence and Students' Union facilities regarding the effects of substance misuse.
- Organising University wide awareness raising events delivered by both internal and external facilitators.
- Providing accessible information regarding help and support, both within and outside of the university, to those with substance related problems.

4.2 The University will conduct an annual review of the awareness raising programmes and training that are available to students regarding substance use and misuse. An annual review of health promotion materials and health related events for the forthcoming academic year will be undertaken by the Health Advisor in coordination with the Head of Student Wellbeing and the Students' Union as appropriate.

5.0 Personal Support

5.1 The University recognises its responsibility in fulfilling its caring and supportive role in the health of students. Those in need of help and support will be encouraged to access the relevant support services as outlined in paragraph 5.2.

It is recognised that a variety of responses and approaches will be necessary to deal with individual cases. The University will seek to balance the interests and concerns of the person experiencing the problem with those of other members of the University and local community. For some cases, the Faculty may draw up a learning contract in collaboration with relevant support services in order to support a student's return to studies after a period of illness.

5.2 Students concerned with drug, alcohol or other substance use or misuse are strongly encouraged to access the following support services provided by Student Wellbeing;

- Confidential wellbeing service including one-to-one and group support
- Drop-in sessions for confidential advice and support
- GP Surgery
- Stress management workshops
- Complementary therapies

Students can meet with a Wellbeing Practitioner or Health Advisor in confidence to discuss appropriate referral to other services within the University or to external agencies.

Students can also visit the Kingston University Students' Union (KUSU) support service for confidential signposting to the services available.

Information about the support available can be obtained from [My Kingston](#). Details of external sources of support can be found in Appendix 2.

Any student seeking advice and support for a substance related problem can do so in confidence. Confidential records held by staff giving support (e.g. nurses and wellbeing practitioners) will be governed by their professional ethics guidelines.

6.0 Guidance on suspected substance misuse

6.1 Staff and students who have reasonable grounds for believing that a student is using or misusing substances should report this to;

- The Faculty Student Support Officer (or the Associate Dean)
- The Halls Manager (if the incident has occurred on Halls premises)

The staff member will record the details of the suspected problem and make further enquiries. Enquiries should be made as soon as possible and will normally be completed within 10 working days of receiving the report. Enquiries at this stage can include:

- A discussion with the student concerned (see Appendix C).
- A discussion with other staff members regarding the students conduct and wellbeing.

6.2 Following an enquiry, the staff member can recommend one or more of the options listed below. The student will normally be notified of any action taken at this stage within 5 working days of the completion of enquiries.

- No further action: If there is either no evidence of substance misuse or the student's behaviour does not present a health and safety risk to other members of the University community.
- A referral to Health and Wellbeing for support and/or referral to an appropriate external organisation. It remains the sole decision of the student to decide whether to take up any of the recommended support.
- If the student's behaviour is of such serious concern that it merits consideration being given to suspending them from the University on health and safety grounds, a written referral should be made to the Lead Practitioner: Advice and Compliance and the Head of Student Wellbeing. The situation will be discussed by these individuals, and the procedures for suspension under the Student Disciplinary Procedure may be implemented.
- In respect of drug and alcohol problems within Halls of Residence, Hall Managers will conduct an enquiry in accordance with the Halls Licence and can issue a penalty in accordance with that Licence; this can include issuing the student with a warning or Notice to Quit.

6.3 If the student is to be referred to the Compliance Advisors for further disciplinary action, the student should be advised of this in writing. The process outlined in the Student Disciplinary Procedure will then apply.

6.4 Staff or students who have reasonable grounds for believing that a student is in possession of illegal substances should contact Security on extension 66666 so that any illegal substances found can be confiscated.

7.0 Fitness for Practice

7.1 Students enrolled on courses which are subject to Fitness for Practise requirements should be aware that any suspected substance use or misuse will be reported to the Head of School or relevant staff in accordance with the Fitness to Practice procedure. The Head of School will undertake an initial investigation. As well as referral to the Health Advisor or Lead Practitioner: Advice and Compliance, the Head of School may decide that the matter must be referred to a Fitness for Practise panel who will consider the student's suitability to remain on the course.

8.0 Discipline

- 8.1 In line with the responsibility to provide a safe and healthy work and study environment, the University is committed to taking the appropriate disciplinary action when the use of illegal substances has occurred or when the misuse of alcohol or other substances is considered to have a detrimental effect on the University community. All members of the University community are expected to behave responsibly and perform their duties safely.
- 8.2 'The University may take action against a student under the Student Disciplinary Procedure if it believes that alcohol or substance abuse puts at risk the health and safety of the student, or others'. Disciplinary action will be taken against anyone driving University transport or their own transport during University activities whilst being unfit to drive due to the influence of alcohol, drugs or other substances. It may also be necessary to take disciplinary action in instances when students refuse to comply with the recommended care and treatment plans considered necessary by the University to ensure a safe and secure work or study environment.
- 8.3 The University will not tolerate the selling and distribution of illegal substances on its premises or by its students. When sufficient evidence exists to indicate that a student is involved in selling illegal substances on University premises then the police will be informed (see Appendix D). In such circumstances the procedures outlined in the Student Disciplinary Procedure in respect of misconduct that is also a criminal offence shall apply. Students convicted of supplying illegal substances will normally be expelled under the Student Disciplinary Procedures.

9.0 Social Events

- 9.1 Whilst alcohol is not illegal and its consumption is permitted in designated University premises, the University recognises that the misuse of alcohol may have an impact on the University community. Examples of misuse include the use of alcohol during work time or the excessive use of alcohol during social events, particularly initiation ceremonies.

10.0 Review and update

- 10.1 This procedure will be reviewed biennially from the issue date.
- 10.2 Student Wellbeing, in conjunction with Student Life, will be responsible for reviewing and taking action within this procedure.
- 10.3 Procedure amendments or updates are recorded in the following table.

Ref No.	Date.	Detail of update.	Issue date.
1.1	30/06/15	Addition of synthetic drugs to definitions	Jul 2015
AC	10/08/15	Appendix C updated to clarify interaction with disciplinary procedure.	Aug 2015

APPENDIX A

Sources of external support:

- Community Drug and Alcohol Team, Acre Road Clinic, 204 Acre Road, Kingston. 020 8549 9279. For assessment, advice and community based treatment
- Kaleidoscope Project, 40-46 Cromwell Road, Kingston. 020 8549 2681. For assessment, treatment and advice for opiate dependency
- ASCA (Addiction Support and Care Agency), 96 Ditton Road, Surbiton. 020 8339 9899. For assessment, treatment and advice mainly for alcohol related problems
- Alcoholics Anonymous – www.alcoholics-anonymous.org.uk
- Narcotics Anonymous – www.ukna.org
- Al-Anon (for friends and families of Alcoholics – www.al-anonuk.org.uk)
- The Police Service

APPENDIX B

Guidance on how to recognise drug and alcohol misuse

Recognising drug misuse

The following signs and symptoms may indicate drug misuse. However, it is important to remember that these may also be an indication of another condition.

- Sudden change in behaviour or mood.
- Tendency to become confused.
- Irritability.
- Abnormal fluctuations in mood and energy.
- Deterioration in standard of work produced.
- Unusual absence from class.
- Deterioration of personal relationships.

Recognising alcohol misuse

The following signs and symptoms may indicate alcohol misuse. You may also notice an increase in a person's consumption of alcohol.

- Irritability, slurred speech, impaired concentration, memory lapses.
- Poor eye/hand co-ordination, tremor.
- Deterioration in standard of work produced.
- Unusual absence from class.
- Deterioration of personal relationships, paranoia.
- Aggressive and/or anti-social behaviour.

Medication and other substances

Prescribed medication and other substances, such as glue, lighter fuel and solvents can also alter a person's behaviour or affect their concentration.

APPENDIX C

Conducting Enquiries

Contacting a student to discuss a report of substance abuse with them may provoke a range of reactions from the student. The following guidelines may be of use in these situations; however, these are not intended to be prescriptive. At this stage, the following guidelines are designed to accommodate a supportive and informal process. In the event that the behaviour or reported behaviour of a student places themselves or others at risk, or is deemed inappropriate, then a formal process such as the student disciplinary procedure may be followed. It may be that both processes run concurrently, so that the student remains supported. It may also become necessary, that following the initial enquiries outlined below, the disciplinary procedure is also enacted.

Initial contact with student:

- Contact student by phone, letter or email with details of a suggested meeting time.
- Provide sufficient information so that the student is clear about the purpose of the meeting, i.e. that you have received a report from another member of the University which has raised concerns about substance use and the impact this may be having on them.
- Explain that the meeting is to discuss the impact this may be having on their health and/or their interactions with other students/staff, and the different support options that are available.

At the meeting:

- Explain that a report has been received raising concerns about their health, wellbeing and/or their behaviour and that there are concerns that this may be the result of substance misuse.
- Explain that the primary concern is to provide them with the appropriate support. However, where inappropriate conduct is present, the student disciplinary procedure may also be followed.
- Explain the possible outcomes of the meeting, i.e. referral to the Health Advisor for advice on the available support options, referral to the Faculty (for students with Fitness for Practise requirements), a disciplinary investigation or no further action.
- If there has been a specific incident with the student which has caused concern, it may be appropriate to discuss this with the student.

Ending the meeting:

- Summarise the key points discussed and outline the next steps, which may include:
 - That no further action is necessary, you may still wish to provide support information.
 - That the student may benefit from support from the Health Advisor and provide them with appropriate contact information. Explain that the support is optional.
 - That the Faculty will be notified (for students with Fitness for Practise requirements) and may conduct a further investigation in accordance with the Fitness for Practise procedure.
 - That their behaviour is causing significant concern and referral to the Compliance Advisors for a disciplinary investigation is considered appropriate. Explain that Advice and Compliance will be contacting them to discuss the matter further in accordance with the Student Disciplinary Procedure.
- If further consideration needs to be given to the appropriate course of action, explain to the student that you will contact them within 10 days to explain what will happen next.

APPENDIX D

PROTOCOL FOR POLICE ARRESTS/INTERVIEWS OF STUDENTS ON UNIVERSITY PREMISES

Purpose and Scope

This Protocol is intended to facilitate reasonable police requests whilst maintaining the University's duty of care to all members of the University community. It will apply to any arrest/interview taking place on any University site (including Halls).

Kingston University expects that arrests or interviews on-site will only be requested where the police have been unable to locate the student off-site, or in cases of emergency where a student poses a health and safety risk to themselves or to others, in light of the alleged offence.

Process

Any request to arrest or interview a student on-site should be made to the Deputy Director Student Services (or the Dean of Students in their absence).

Any member of staff asked by the police to share data in relation to a student should redirect that enquiry to the USD (to the Legal and Regulatory Compliance Manager in the first instance). Any member of staff asked by the police to facilitate an interview or arrest of a student should redirect that enquiry to the Deputy Director Student Services.

Save for in emergencies (see below), the University will only facilitate requests to interview or arrest students on-site on an open basis with the student concerned. Should the police not wish for the University to be open with the student, the University will be unable to assist, and the police will need to make alternative arrangements off-site.

Provided the police are happy with the University's open approach, the Deputy Director Student Services will liaise with Faculty staff who will contact the student and inform them that the police wish to interview/arrest them. The Faculty will facilitate a meeting between the student and the police, and notify both parties of the arrangements. Students will be advised to comply with the request.

Any such meeting must take place in a separate and neutral room, away from the presence of other students. The University requests that the police be represented by a maximum of two plain clothed officers travelling in an unmarked car, and that any arrest should be conducted in a low-key and discreet manner with, where possible, handcuffs not being used.

Under 17s

Where a student is under the age of 17, they will be advised by the Faculty of their right to have an adult with them when they meet the police. It is expected that the police will inform the student of their right to have an adult present with them at the police station if they are arrested, and will notify their parents/appropriate adults.

Halls of Residence

Where the Police wish to arrest a student in their Halls accommodation, the Deputy Director Student Services will liaise with the relevant Halls Manager. The same process as outlined above will apply with the relevant Halls Manager notifying the student of an appointment time with the meeting taking place in a neutral venue on the Halls site such as the Halls Manager's office.

Emergency Situations

If the Police request an urgent arrest (i.e. there is a health and safety risk to the student or to others due to the nature of the alleged offence), the Deputy Director Student Services will liaise with Faculty/Halls staff and agree on the relevant process to facilitate such a request.