



Student Substance and Alcohol Misuse Policy (ArtsEd’s Higher Education Students)

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A. Policy overview

Introduction

1. The Arts Educational Institution (ArtsEd) is committed to providing a safe environment where its community can study and work in a productive and fulfilling way. We aim to ensure that any form of substance abuse such as drugs and/or alcohol misuse does not compromise the wellbeing and safety of our students and staff nor disrupt the efficient and productive business of ArtsEd.
2. This **Student Substance and Alcohol Misuse Policy** clarifies ArtsEd’s position on the use of drugs and alcohol. It sets out the Institution’s approach for the prevention and management of **substance (including drugs)** and alcohol misuse within the student body. This policy aims to protect students from the dangers of substance abuse, including the misuse of drugs, and alcohol and to encourage those who have or may have a drug and/or alcohol problem or are at risk of addiction to seek help.

Our approach for HE Students

3. ArtsEd does not tolerate the use of illegal substance abuse, including drug and alcohol abuse in any way. We recognise that excessive or binge drinking may adversely affect individual students and may impact other students, pupils, and staff members at ArtsEd and our wider community, including visitors.
4. We are committed to our duty of care and to promoting healthy lifestyles to our students. We recognise that many students do not take illegal substances such as drugs and will only consume alcohol in a safe and controlled environment when they drink. We take an educative,

supportive and rehabilitative approach by ensuring the necessary guidance and support is available if the consumption of illegal substances such as drugs and/or alcohol becomes a problem for any student. Please see '**Section C: Getting Support**' below for more information about the support available should students need help with stopping the use of illegal substances such as drugs and/or alcohol misuse.

5. We may take strict disciplinary action(s) against any student who is found in possession of illegal substances including drugs or is misusing drugs and/or alcohol. Allegations about student behaviour relating to substances misuse, including drugs and/or alcohol misuse may be dealt with under the Student Misconduct and Disciplinary Procedure. Please see **paragraph 23** below for more information about the [Student Misconduct and Disciplinary Procedure](#).

Scope

6. This **Student Substance and Alcohol Misuse Policy** is relevant to:
 - i. ArtsEd Higher Education students who are experiencing substance, misuse including drugs and/or alcohol misuse;
 - ii. ArtsEd Higher Education students seeking guidance and support for another student who they are concerned about because the student is experiencing, or is deemed to be experiencing, substance misuse, including drugs and/or alcohol misuse;
 - iii. ArtsEd Higher Education students who are suffering the consequences of bad behaviour arising from others substance misusing, including drug/alcohol misuse; and iv. ArtsEd staff members (including those undertaking activities on behalf of ArtsEd) who are seeking guidance and support on how to assist and manage students experiencing, or deemed to be experiencing, substance misuse, including drugs and/or alcohol misuse.
7. This **policy is intended to clearly state ArtsEd's position on the use of drugs and alcohol by:**
 - i. Raising awareness of the effects of substance misuse, including drugs and alcohol misuse and its impact on a student's study;
 - ii. Encouraging early identification and intervention where a student has a substance misuse, including drug and/or alcohol misuse problem;
 - iii. Assisting students and staff members (including staff members acting on ArtsEd's behalf) to manage and support students who are affected by substance misuse, including drugs and/or alcohol misuse;
 - iv. Signposting and supporting students who are dealing with and/or are affected by substance misuse, including drugs and alcohol misuse by encouraging them to seek help voluntarily, where appropriate;
 - v. Providing support and practical assistance for those with substance misuse, including drugs and alcohol problems with the assurance of upholding confidentiality and privacy, where it is safe to do so;
 - vi. Ensuring that substance misuse, including drugs and/or alcohol use does not compromise the health and safety of anyone at ArtsEd or the running of an efficient and productive business of the Institution; and
 - vii. Setting clear rules regarding substance misuse, including drugs and/or alcohol misuse including taking disciplinary action, where appropriate.
8. This **policy should be read in conjunction with the following documents:**
 - i. [Fitness to Study Policy](#)

- ii. [Health and Safety Policy](#)
- iii. [Student Charter](#)
- iv. [Student Complaints Procedure](#)
- v. [Student Misconduct and Disciplinary Procedure](#)
- vi. [Safeguarding Policy](#)
- vii. [Student Terms and Conditions](#)

9. Please refer to the [Staff Substance and Alcohol Misuse Policy](#) for matters relating to the management of staff related drugs and/or alcohol misuse.

Definitions

10. **Alcohol misuse:** Alcohol misuse is any drinking, either “intermittent or continual which negatively interferes with a person’s behaviour, health, social functioning and/or work (including study) capability and conduct”. Alcohol should be consumed sensibly and in moderation. Regular excessive drinking or ‘binge’ drinking may adversely affect individual students, other students, staff members who support students and visitors.
11. **Drugs:** Any drug or psychoactive substance, whether illegal, prescribed or over the counter or solvents such as glue or butane. Prescribed and over-the-counter medication, their possession and use, is recognised as legitimate if taken responsibly and as per the instruction of the healthcare practitioner such as a GP, nurse prescriber, dentists, or Pharmacist. Drugs and substances covered in this policy are those that come under the Misuse of Drugs Act 1971 and Psychoactive Substances Act 2016.
12. **Psychoactive Substances:** Substances which, when taken or administered into one's system, can alter mental processes, e.g., perception, consciousness, cognition or mood and emotions. A substance produces a psychoactive effect in a person if, by stimulating or depressing the person's central nervous system, it affects the person's mental functioning or emotional state. It is an offence to produce or supply a psychoactive substance. Also refer to the definition of ‘Supply’ in **paragraph 14** below.
13. **Drug misuse:** The use of illegal drugs or psychoactive substances, the deliberate use of prescribed or over the counter drugs (when not for a medical condition) and the use of solvents, either intermittent or continual which interferes with a person’s health, social functioning and/or work (including study) capability and conduct.
14. **Supply:** The transfer of physical control of a drug (including nootropic, cognitive enhancement drugs) to someone else. It is not important whether there is profit or benefit of any form, although this may be reflected in any decision regarding disciplinary sanction(s) taken by ArtsEd against a student.

B. Legal Framework

15. Health and Safety

Drugs and alcohol misuse is a health and safety risk to all. The health and safety of everyone at ArtsEd (staff members, students, pupils and visitors) is paramount and we take our

obligations to comply with the Health & Safety at Work Act 1974 seriously. Any student under the influence of drugs and/or alcohol is not allowed to undertake study and/or visit the Institution. Please see **paragraph 22 (v.)** below on how to report a Health and Safety concern or incident.

16. **Licensing Act**

The supply and consumption of alcohol are regulated and subject to the restrictions of the Alcohol Licensing Act 1964. ArtsEd has a legal duty and retains the legal right to manage its premises responsibly; it has the authority to ban people (including students) for antisocial behaviour from places where alcohol is served on its premises. Any antisocial behaviour could result in disciplinary action being taken against such a student by ArtsEd. This duty includes the need to ensure public order when alcohol is served by us that is not necessarily on sale, for example, when holding receptions at graduations and shows. Students are not permitted to bring their own alcohol into areas that have been licensed.

17. **Misuse of Drugs Act and Psychoactive Substances Act**

It is a criminal offence to produce, supply, possess, or import a controlled drug, as defined under the Misuse of Drugs Act 1971. Students who are found to use controlled drugs on ArtsEd's premises will have disciplinary action(s) taken against them. It is also a criminal offence to produce, supply, possess with the intent to supply, or import psychoactive substances, as defined under the Psychoactive Substances Act 2016. ArtsEd will report any act they deem to be criminal to the appropriate authorities.

18. **Equality Act**

We are mindful of our legal obligations under the Equality Act 2010 and are committed to promoting equality, diversity and inclusion in all our activities and processes. We will promote equality regardless of any protected characteristics and/or diverse backgrounds. We will ensure:

- a. that we fulfil our commitments to the Equality duty by making sure that our practices and functions including this **Student Substance and Alcohol Misuse Policy** are accessible, barrier free and non-discriminatory in our application;
- b. that we make reasonable adjustments for our disabled students who are experiencing or deemed to be experiencing drugs and/or alcohol misuse, noting that the dependency on drugs and/or alcohol does not in itself constitute a disability under the Equality Act;
- c. that student carers of disabled people and students with dependants experiencing the negative impact of drugs and/or alcohol misuse (because of the student's dependant) will have applicable adjustments made, where appropriate.
- d. that we provide support for our pregnant students who are experiencing or deemed to be experiencing substance misuse including, drugs and/or alcohol misuse, noting that the dependency on illegal substance, including drugs and/or alcohol can be harmful to an unborn child. We will provide the same level of support to any ArtsEd student who is a partner of a pregnant person experiencing or deemed to be experiencing substance misuse including, drugs and/or alcohol misuse.

19. GDPR and Data Protection

- i. All information obtained as part of this procedure will be held and processed in accordance with General Data Protection Regulations (GDPR) as set out under the Data Protection Act (DPA) 2018 and our [Privacy Notice](#). We will ensure that matters handled by us are undertaken with the appropriate level of confidentiality, noting that disclosure may be necessary where there is identified risk(s) or lawful grounds in accordance with data protection legislation. Information will only be made available, on legitimate grounds, to those who need it for the purposes of processing a student case and/or providing support.
- ii. Information held about students will be held securely and will not be excessive. Any information held will be relevant and limited to the purpose for which it is held and not held for longer than is necessary and in line with our retention schedules.
- iii. In some instances, aspects of a student's case may need to be disclosed to relevant staff for the matter to be processed.
- iv. Where we need to obtain/share information from a third party as part of managing a matter covered by this policy, we will only give the third party as much detail about a student and/or their case as is necessary by law and usually with the student's prior consent. Where we share a student's information with a third party, we will make the student aware.

C. Getting Support

Student Support Services at ArtsEd

20. Although many students will consume alcohol in a safe and controlled environment and would not abuse substances including drugs, we have a duty of care to ensure the necessary guidance and support is available if substance misuse including the consumption of alcohol and/or drug misuse becomes a problem for any student. Students who are identified as having misused substances including drugs and/or alcohol should be referred to and should seek specialist support to prevent it from leading to physical and/or psychological harm thus, having a negative impact on their wellbeing and/or studies. For example: ill-health, absence, poor time keeping, reduced work performance, accidents and poor or unacceptable behaviour.
21. Students with substance misuse problems such as drugs and/or alcohol problems may initially become apparent to other students or staff members who work closely with the affected student. Students or staff members who suspect substance misuse such as drugs and/or alcohol misuse in a student should encourage the student to seek help.
 - i. **Student Support Team:** Students with substance misuse problems including drugs and/or alcohol misuse should be directed to the Student Support Team. The student can contact the Student Support Team by sending an email to studentsupport@artsed.co.uk. Staff and students can also contact the Student Support Team directly for advice on how

to support a student whom they suspect may have a substance misuse problem including drugs and/or alcohol misuse.

- ii. **Student Counselling:** Students who suspect or know they have a substance misuse problems with drugs and/or alcohol misuse can also self-refer to ArtsEd's Counselling Service. Students can book a session with the Counselling Team by sending an email to Counselling@artsed.co.uk. The Student Counselling Service offers confidential space for students to seek advice about and discuss matters impacting their psychological wellbeing. Students are offered:
 - a. short term 1-2-1 counselling which can help students work on immediate problems;
 - b. assistance with developing healthy coping techniques;
 - c. support with gaining understanding of underlying issues; and
 - d. assistance with developing a longer-term treatment plan, if necessary.
- iii. **Togetherall:** Togetherall is a clinically-managed, online community designed to improve mental health including where one's mental health has been affected by the impact of substance misuse including, drugs and/or alcohol misuse. Students can access the 24/7 online support by visiting www.togetherall.com.
- iv. **Fitness to Study:** The Fitness to Study Procedure may be commenced in line with the requirements of the [Fitness to Study Policy](#). The aim is to respond to and manage any concerns regarding a student's health or behaviour where it is thought that it is seriously impacting their ability to study. It may also be used where a student's health or behaviour is having an impact on other people, such as other students at ArtsEd and staff members. The procedure is intended to be supportive and is in place to enable students to successfully complete their studies, where possible. Students undergoing the Fitness to Study process because of substance misuse including, drugs and/or alcohol misuse may be referred to the Police where a criminal activity is alleged to have taken place.
- v. **Health and Safety Incident:** Any accident or incident involving substance misuse including the misuse of drugs and/or alcohol should be reported by using ArtsEd's Accident Reporting Procedure in line with [ArtsEd's Health and Safety Policy](#). It may also be necessary to contact the Emergency Services by calling 999 from a telephone depending on the nature or severity of the incident.

External Support

22. As well as internal student support available at ArtsEd, students experiencing substance misuse problems including, drugs and/or alcohol misuse can also seek support from a variety of external organisations such as:
- i. **Alcohol Concern:** This is the national umbrella body for 500 local agencies tackling alcohol-related harm and offering help to the families and friends of those with alcohol-related problems. The website provides a range of printable factsheets, searchable services and other useful links. Please visit [Alcohol harms. Time for change. | Alcohol Change UK](#) to access the service.

- ii. **Drinkaware:** Drinkaware aims to protect people from alcohol harm. It offers information and advice to help people decide which practical changes are right for them and gives tips and advice to form new habits about drinking less. Please visit www.drinkaware.co.uk/ to access the service.
- iii. **Drinkline:** National alcohol helpline, offers information and self-help materials to callers worried about their own drinking, and offers support to families and friends of people who are drinking. Please call **0800 917 8282** to access the service.
- iv. **Know the Score:** Provides free and confidential help and support to those worried about the impact of drugs or those experiencing drugs addictions. Please visit [Find Out About Drugs – Know the Score](#) to access the service.
- v. **FRANK:** Helps those finding it difficult to get the right support to stop taking drugs. Please call **0300 123 6600** to access the service. Also, please visit [Find support near you | FRANK \(talktofrank.com\)](#) to find local drug treatment services and to access the service.
- vi. **NHS Drug Addiction:** The National Health Service provides treatment to anyone with a drug addiction. Please visit [Drug addition: getting help - NHS \(www.nhs.uk\)](#) to access the service.
- vii. **Nightline:** is a confidential listening and support service available to students in London. All volunteers are students and are specially trained to listen and provide support. Please visit www.nightline.org.uk to access the service
- viii. **The Mix:** Provides a free and confidential multi-channel service and provides essential support for under 25s. Students can choose how they access support, without the worry of anyone else finding out. Please visit www.themix.org.uk/drink-and-drugs to access the service.
- ix. **Samaritans:** Provides a free and confidential service aimed at supporting individuals struggling with the use of or dependency on alcohol or other drugs. To contact Samaritans you can **call for free on your landline or mobile phone by dialling 116 123**. You do not have to have credit or call allowance on your mobile phone. **Alternatively, you can email the Samaritans by sending an email to jo@samaritans.org**

D. Managing Student Misconduct and Complaints

23. Student Misconduct and Disciplinary Action

- i. Substance misuse including drugs and/or alcohol misuse will constitute student misconduct. Such matters most likely would breach a student's Conditions of Registration as set out in the [Student Terms and Conditions](#) and may be considered under the [Student Misconduct and Disciplinary Procedure](#). ArtsEd reserves the right to utilise its Disciplinary Procedure to investigate and deal with student behaviour which falls below the expected standard. The Procedure has a range of sanctions available to it, up to and including the permanent removal of a student from ArtsEd.

- ii. Students will be signposted to available support and will be able to access such support regardless of being subject to a disciplinary matter. Students found in breach of Student Substance and Alcohol Misuse Policy will be subject to disciplinary action(s) and may also be referred to the Police where a criminal activity is alleged to have taken place.

24. Student Complaints

- i. Students who wish to bring a complaint about how a matter relating to substance misuse including drugs and/or alcohol misuse has been managed by us (or by staff undertaking activities for ArtsEd) should refer to and follow the process set out in the [Student Complaints Procedure](#).
- ii. Where a complaint is made, students should avoid disclosing unnecessary personal information about themselves (for example, medical conditions) unless the student deems it is relevant to the issues raised. Students must also avoid disclosing other people's personal data when making their complaint unless the student has been given written permission by the third party to do so.

25. Reporting and Monitoring

An annual summary report of the number of student welfare cases and student disciplinary cases (including those relating to drug and alcohol misuse) and overall actions taken to manage these will be received by the Course Board, the Higher Education Committee and the Board of Trustees. There will be no reference to individual cases. The reports will show trends and make recommendations for improvements where necessary. A confidential record within the timeline prescribed by the data protection legislation will be kept separately of individual cases.

- 26. Staff members and students who have any questions about this **Student Substance and Alcohol Misuse Policy** should contact the Student Support Team via email – studentsupport@artsed.co.uk.

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