

Agreed by The Board of Governors 18  
November 2009. Minute BG22/09-10;  
Paper BG19/09-10 refers.



## **Drugs and Alcohol Policy**

**(Students)**

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**This Policy includes the following:**

<b>Section A</b>	Introduction
<b>Section B</b>	The Law and you
<b>Section C</b>	Counselling and support within the university
<b>Section D</b>	Procedures for staff
<b>Appendix 1</b>	Contact details for support within and outside the University

**SECTION A. Introduction**

The University of Winchester is committed to maintaining a professional working and learning environment and to ensuring that the use of alcohol and/or drugs does not have an adverse effect on the working and social conditions of University students. This document is designed to inform you of the University's Policy in relation to these issues.

Under the Misuse of Drugs Act 1971, "It is an offence for the occupier or manager of premises to be used unlawfully for the purpose of producing or supplying controlled drugs". The University shall take this to impose an obligation to prevent such activities continuing.

**SECTION B. The Law and you and the university's policy**

**The University does not permit substance misuse on its premises. Neither does it knowingly permit any students under the influence of illegal substances on its premises.**

**B.1. Definitions**

B.1.1 Substance misuse refers to the use of illegal drugs and the deliberate misuse of alcohol, prescribed over-the-counter drugs and /or substances such as solvents, glues or aerosols which impair the individual, interfere with health, affect work or study performance and safety on university premises.

B.1.2 The Misuse of Drugs Act 1971 lists the drugs subject to control and classifies them in three categories according to their relative harm when used or misused. The production, supply and possession of these controlled drugs is unlawful except in certain specified circumstances, e.g. when they have been prescribed by a doctor.

<b>Class of Drug</b>	
Class A	Ecstasy, LSD, heroin, cocaine, crack, magic mushrooms, amphetamines (if prepared for injection).
Class B	Amphetamines, Cannabis, Methylphenidate (Ritalin), Pholcodine.
Class C	Tranquilisers, some painkillers, Gamma hydroxybutyrate (GHB), Ketamine.

B.1.3 Offences under the Act can include:

- Possession of a controlled substance unlawfully
- Possession of a controlled substance with intent to supply it
- Supplying or offering to supply a controlled drug (even where no charge is made for the drug)
- Allowing premises occupied or managed to be used unlawfully for the purpose of producing or supplying controlled drugs.

N.B. Certain controlled drugs such as amphetamines, barbiturates, heroin and methadone can sometimes be obtained on prescription. In such cases their possession is not illegal.

B.2 University policy is to contact the Police, should it be known that an individual is in possession of, or is suspected of being in possession of, or is supplying to others, or is suspected of supplying any of the drugs listed above to others.

B.3 In addition to the legal action as outlined above, the University shall take internal disciplinary action as outlined in Section D below (D.1.5; D1.6; D1.7). The University may physically search a student

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or student's room or belongings. However, the Police may also be involved in searching, given the need to obtain uncontaminated evidence in the event of subsequent legal action.

- B.4 During a Police search or a preliminary search by University Security, the University should ensure that witnesses are present. When the Police conduct a search, the student and a member of staff should be present as witnesses. The student is normally present when University Security conducts a search.
- B.5 If anyone suspects the possession, supply or use of illegal substances, using controlled substances inappropriately or allowing their accommodation to be used for illegal drug taking, they should notify Security, the Housing Manager (Residences), University Security & Safety Officer or relevant Warden.

### **SECTION C. Counselling and Support within the University**

The University is aware of the difficulties that some students can experience and there are networks of support within the University which will help specifically with any drug or alcohol related problem. Some students may prefer to find help outside the institution and Appendix 1 includes both internal and external contacts.

Counselling support is available to all students and this can be accessed through Student Services.

#### **Concern for others**

When concerned for the welfare of others and suspecting misuse of alcohol or drugs, students are asked to report this to the Nurse or welfare staff (Student Services). In this way patterns of behaviour in others may become apparent, thus enabling help and support to be offered.

If students are not coping well and are clearly misusing alcohol or drugs, they should be encouraged to seek help within the University or by getting in touch with an outside agency. (See Appendix 1).

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## **SECTION D. PROCEDURES TO BE TAKEN BY STAFF**

Normally the Director of Campus and Conference Services, who will be aware of incidents occurring on campus and the Director of Registry, who may be notified of incidents by academic staff, will keep the Director of Student Services advised of drug related offences. Student Services staff can be contacted for general information and guidance. Referrals to specialised support from statutory and voluntary organisations can also be made through Student Services. The University Nurse, Medical Officer or Mental Health Adviser are best placed to give guidance on the most appropriate external agencies for support.

Section 5 of the Misuse of Drugs Act 1971, makes provision for a member of the University staff to take possession of a drug or suspected drug in order to prevent a student offending or continuing to offend. It does not imply staff immunity from prosecution for possession. However, University staff are able to refer to the Local Area Agreement (detailed in this procedure) if providing a defence where they have acted for the University in respect of student discipline.

This section relates to the action to be taken by staff when there is a suspicion of the presence of illegal substances or inappropriate use of controlled substances on the University premises. Training will be given to appropriate staff and senior students.

The University reserves the right to confiscate property found on its premises or on University organised activities, that could be construed as being associated with substance use and misuse. In these cases, this policy shall be applied. A failure to cooperate will result in the Police being notified and disciplinary charges being made.

University and Police procedures for searching rooms are outlined in Section B4 and B5.

### **D.1 Non-residential premises, halls of residence and university managed housing**

D.1.1 If anyone suspects the presence, possession or supply of illegal substances they should notify Security immediately.

Security will have a list of appropriate personnel to contact depending on the time of day. (See appendix 1 for contact list)

D.1.2 In applying the following procedures, the personal safety of the staff dealing with the situation is paramount and the individuals concerned should not place themselves in a position of conflict or potential danger when dealing with such an incident.

D.1.3 Staff should use their discretion in approaching a situation where they believe substance misuse is occurring. If there is a potential risk to their personal safety and/or that of individuals within the immediate vicinity, they should take no immediate action at the location of alleged activity. In such circumstances, they should notify their line managers at the earliest appropriate opportunity or, if the situation is serious, contact Security directly. If in student residences, the Housing Manager (Residences)/ Security/ Wardens should contact Security directly. Staff should not handle syringes, needles or other associated equipment found at the scene and in such circumstances they should contact Security immediately.

D.1.4 If staff feel they are able to approach a situation involving alleged substance use/misuse without compromising their personal safety or that of others in the immediate vicinity, the following steps should be taken. It is advised that a member of staff approaching such an incident should be accompanied by a colleague.

#### **Local Area Agreement**

1. The member of staff will request that the suspicious items be handed over;
2. The number of items will be noted, an approximate amount of the substance recorded and a signature obtained from the individual(s) concerned for the items. The individuals will be given a receipt for the items;

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3. The items should then be placed as soon as possible into bags and sealed with a signed label. The number of the seal should be noted on a duplicate copy of the receipt;
  4. The member of staff will advise the individual(s) concerned that the contents of the sealed bag are to be collected by the Police for investigation. The sealed bag should be placed in a secure store and the Police contacted as soon as possible who will then collect the items for removal;
  5. The incident will be formally recorded on an incident report form and the records will be retained by the University Security & Safety Officer (USSO) pending the outcome of the Police investigation.

D.1.5 Should the Police decide to pursue an investigation or prosecution, any disciplinary action will normally be deferred until the Police have concluded their investigations and any criminal proceedings have been completed. The University reserves the right to take disciplinary action without any such deferral.

D.1.6 Should the Police decide not to pursue the matter further, action will be invoked against those concerned by the Director of Campus and Conference Services. In such circumstances, letters written to the student will be sent to the Director of Registry for the student's file.

D.1.7 In serious cases, disciplinary action may lead to suspension or exclusion from the University.

**D.1.8 Charges relating to possession for personal use of Class B & C (residential premises)**

First offence will attract a fine of £50

Second offence - £100

Third offence – As indicated in the policy, this will result in referral to the Police. The University reserves the right to take further disciplinary action.

D.1.9 Whenever the Police need to visit the campus, the first point of contact should always be the Main Reception or the University Security & Safety Officer. Alternatively, a specified location on Campus can be agreed prior to the arrival of the Police on each occasion.

**D.2 Evidence, storage and safe disposal of drugs/substances**

D.2.1 A member of staff, who, in conducting interviews to investigate a suspected offence, becomes aware of potential evidence, shall not destroy, but confiscate such evidence. An informed judgment shall be made, depending on the circumstances of the case, as to whether to secure the area (together with the Security staff) and await the Police, or take the evidence to the University Security Office.

D.2.2 Any drugs, drug paraphernalia, or other suspected material otherwise found on campus, shall be dealt with as detailed below.

D.2.3. University staff involved in dealing with any drug or suspected drug incident shall, as soon as may be practicable, fill in an Incident Report to log the incident and submit it to the University Security & Safety Officer. A statistical report will be provided to the Police, in confidence, at the end of each term or other period as may be agreed.

D.2.4 The Police will collect and dispose of drugs and drugs related material from University Security in a manner agreed by both, against signature for all materials collected.

D.2.5 The Police will ensure that officers attending the University shall be made aware of this Policy.

D.2.6 The University will ensure that training is given to relevant staff to enable effective operation of this policy.

D.2.7 The University will supply a safe and secure place to store any substances that come into the possession of staff. All substances will be sealed in a property bag, available from Security.

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- D.2.8 Staff shall, as soon as reasonably practicable, ensure that any substance is passed to Security for safekeeping.
- D.2.9 Two staff shall record, in the Confiscated Property book, details of substances found. The offender's confidentiality shall be maintained and their name will not be entered into this book. A reference number will be allocated by the University Security & Safety Officer. This ensures that if the substance needs to be tested there is a clear documentation to whom the substance belonged.
- D.2.10 Once there are an agreed number of substances, the nominated officer at Hampshire Constabulary will be contacted to dispose of the drugs.

Student Services  
June 2009

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## Appendix 1 Contact details for support within and outside the University

### Contact details for University Security

University Security and Safety Officer: Mobile number 07841 070664; Office number (01962) 827575

Main Campus Site Stewards: Telephone number 01962 827666.

West Downs Campus Site Stewards: Telephone number 01962 827667

Office (01962) 827555

### Support within the University is available from:

Student Services, Main Building, King Alfred Campus: Telephone number (01962) 827341 (internally 7341); Email [welfare@winchester.ac.uk](mailto:welfare@winchester.ac.uk)

The Nurse, Welfare advisers, Counsellors and Chaplain will all be able to help.

Housing Manager (Residences): Telephone (01962) 827638 (internally 7638)

President, Student Union: Telephone (01962) 827449 (internally 7449)

Welfare Officer, Student Union: Telephone (01962) 827411 (internally 7411)

### Support outside University is available from:

Dr Nigel Sylvester, Friarsgate Medical Practice: Telephone: 08444 770947

Community Drugs and Alcohol Advisory Service, Spencer House, 63 Romsey Road, Winchester.  
Telephone (01962) 825071

Talk to Frank

Interactive site. Speak to FRANK 24/7, send an email or go online for confidential, straight up advice. A-Z of all drugs. 0800 77 66 00

[www.talktofrank.com](http://www.talktofrank.com)

DrinkLine, Waterbridge House, 32-36 Lowman Street, London SE1 0EE. Telephone 0800 917 8282

Alcoholics Anonymous

Locally: 0845 769 7555

Nationally: 24 hr. helpline - 08457 697555 (all calls charged at local rate)

Al-Anon

For families and friends of alcoholics - 24 hr confidential helpline - 0207 403 0888

ADFAM

For families and friends of drug users - [www.adfam.org.uk/](http://www.adfam.org.uk/)

RELEASE

24 hr confidential helpline providing advice on drug use and associated legal matters.

Telephone 0845 4500 215; [www.release.org.uk/](http://www.release.org.uk/)