

## Student Drug and Alcohol Misuse Policy and Procedure

### Introduction

This Policy sets out the School principles, policies and procedures in relation to drug and alcohol misuse by students.

### Principles

LIS is committed to safeguarding the health, safety and welfare of its students, and accepts its responsibility to promote good health by raising awareness of the risks of alcohol and drugs.

The School respects the privacy of students, but must be concerned where a student's behaviour impairs his/her conduct, safety or academic performance and/or adversely affects the working and social conditions of the School's students, staff, visitors, and the wider community

Students and staff are also reminded that it is a criminal offence to produce, supply, possess or import a controlled drug, as defined under the [Misuse of Drugs Act, 1971](#). It is a criminal offence to produce, supply, possess with the intent to supply, or import psychoactive substances, as defined under the [Psychoactive Substances Act 2016](#).

### Associated Policies and Procedures

This Policy should be read in tandem with the School's [Student Code of Conduct and Disciplinary Procedure](#). Instances of student misconduct in relation to this Policy will be dealt with under the [Student Code of Conduct and Disciplinary Procedure](#)

### Policies

All members of the School community are expected to contribute to creating an environment in which everyone can live, study and socialise free from inappropriate disturbance. Anti-social behaviour resulting from alcohol or drug use is unacceptable and may be grounds for disciplinary action including the possibility of exclusion from the School.

The School will endeavour to increase awareness and understanding of drug and alcohol-related issues, by means of posters and leaflets; through the website and social media channels (with links to established help sites); and through the training of relevant staff such as Academic Tutors and Welfare advisors. The School will provide support and information to those affected by drug and alcohol misuse via the Student Support department.

Any student who is concerned about their use of alcohol or drugs is encouraged to seek advice. The School will regard anyone seeking support as having a health problem; and the Student Support department will offer confidential advice and support, as well as links to local agencies that provide a range of supportive services.

Any student who is concerned about another student's use of alcohol or drugs should encourage them to seek support.

All LIS students are subject to the provisions of the Student Alcohol and Drugs Policy, not only on School premises but also on optional internships, field-trips, and LIS events that take place off-premises.

## Definitions

Drugs:

- All controlled drugs listed in the [Misuse of Drugs Act, 1971](#) and any substance covered by the [Psychoactive Substances Act 2016](#).
- Prescription Only Medicines (as determined under the [Medicines Act 1968](#)) where the prescription medicines have not been prescribed for the person possessing or using them and/or such prescription medicines which are not taken in accordance with an appropriate practitioner's (as defined under UK Law) direction.

Supply:

- The transfer of physical control of a drug to someone else. It is not important whether there is a profit or benefit of any form, although this may be reflected in any decision regarding disciplinary sanction(s).

## Procedures

The School will provide any student accused of misconduct involving drugs or alcohol with access to confidential advice and support, via the Student Support Department.

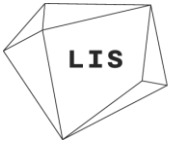
The type of alcohol or drug-related conduct most likely to be considered under the School's [Student Code of Conduct and Disciplinary Procedure](#), includes, but is not limited to:

- Supply or possession of a controlled drug;
- Supply or repeated possession of a psychoactive substance;
- Production of a controlled drug or psychoactive substance;
- Failure to declare a criminal investigation, conviction, charge or caution related to alcohol or drug use;
- Anti-social behaviour resulting from alcohol or drug use.

Conduct which may constitute a serious breach of the rules outlined in this Policy may include:

- Possession of a Class A controlled drug
- Repeated possession of a Class B or C controlled drug or a psychoactive substance;
- Supply or production of a controlled drug or psychoactive substance; or
- Incidents which lead to considerable safety risks to the individual, other students or staff.

All incidents of misconduct involving alcohol or drugs must be reported to the Director of Student Experience, Careers and Partnerships, so that the appropriate confidential advice and support can be offered to the student. In line with all other cases of misconduct, and as set out in the [Student Code of Conduct and](#)



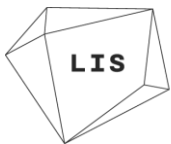
[Disciplinary Procedure](#), the Director of Student Experience, Careers and Partnerships will maintain a confidential and secure record of all cases of misconduct involving alcohol or drugs. This information will be handled held in line with the School's [Data Protection Policy](#), [Data Retention Policy](#), and [Detailed Data Retention Schedule](#).

Many incidents of misconduct involving alcohol or drugs can be handled under the powers of summary jurisdiction afforded to senior members of staff under the [Student Code of Conduct and Disciplinary Procedure](#). However, where an incident appears to constitute a serious breach of the School's rules as outlined in this Policy, it will be referred to formal disciplinary procedures as outlined in the [Student Code of Conduct and Disciplinary Procedure](#). The Director of Student Experience, Careers and Partnerships (or their nominee) will also decide whether the matter should be referred to the Police.

The School would not normally consider being under the influence of alcohol or drugs at the time of any incident of misconduct to constitute a mitigating factor. In this case, breach of the School's Student Drugs and Alcohol Misuse Policy may constitute an additional offence under the [Student Code of Conduct and Disciplinary Procedure](#).

## **Review and Monitoring**

The Director of Student Experience, Careers and Partnerships shall report annually to the Executive Committee on instances of misconduct involving alcohol or drugs. S/he or any other Executive Committee member may recommend any changes to this Policy to the Executive Committee; where the Committee agrees to these changes, they will pass them to the Board of Directors for authorisation.



## Version Control

<b>Name of policy/procedure:</b>	<b>Student Drugs and Alcohol Misuse Policy and Procedure</b>
<b>Document owner:</b>	<b>Director of Student Experience, Careers and Partnerships</b>
<b>Related documents:</b> (e.g. associated forms, underpinning processes, related policies or overarching policies)	<b>Student Conduct Policy and Disciplinary Procedure</b> <b>Student Complaints Procedure</b>

Version Control			
Version	Author	Date	Brief summary of changes
1	Hannah Kohler (Director of Admissions and Student Support)	1/12/2018	Original draft
2	Jasper Joyce (Director of Finance and Operations)	10/03/2019	Adjustments to wording
3	Hannah Kohler (Director of Admissions and Student Support)	06/06/2019	Limited scope of procedure to on LIS premises, optional internships, field trips, and LIS events off-campus
4	Board of Directors	18/11/2019	Approved
5	Alisha Kilich (Head of Student Support)	10/2021	Minor changes of job titles