



Alcohol, Drugs & Substance Use & Misuse Policy

1. INTRODUCTION & POLICY STATEMENT

- 1.1 Royal Holloway University of London (the College) has a responsibility, and recognises and is committed, to the importance of providing a safe and healthy environment for its students, staff and visitors.
- 1.2 The College does not condone the misuse of alcohol, or the use and abuse of drugs and psychoactive substances, or possession or selling of illegal substances on any of its campuses and premises, including individual student rooms in our halls of residence.
- 1.3 The College recognises that substances may play a part in the lives of some members of our community but we are committed to ensuring that the use or misuse of substances does not have a negative impact on the living, studying, working and social conditions of our campuses and community. The College recognises that the use and misuse of alcohol, drugs and other substances (such as psychoactive substances) by students is likely to have negative and damaging consequences including the risks of:
 - Damaging the mental and physical health and wellbeing of the user;
 - Undermining the user's ability to study and perform academically;
 - Involving both the user and others in situations where their safety and wellbeing may be compromised;
 - Increasing the likelihood of crime and anti-social behaviour on campus and in the local area and of College students and others being the victims of crime and anti-social behaviour
 - Jeopardising the College and Students' Union's licenses to service alcohol and provide on-campus entertainment and social opportunities
 - Adversely affecting the College's reputation locally and nationally.
 - Serious consequences for future career opportunities or travel plans.

2. SCOPE AND PURPOSE OF THE POLICY

- 2.1 The foundation of the policy is one of support, advice and education, focussing on enabling students to make responsible, healthy and legal choices and to set a framework of acceptable and responsible conduct and the actions which may be taken in the event of a breach of this Policy. The College also understands our need to ensure compliance with legislation relation to alcohol, drug and other substance use.
- 2.2 The purpose of the policy is to:
 - Educate and raise awareness of alcohol, drug and substance issues and act as the framework to providing a safe and healthy campus community in accordance with the relevant legislation.
 - Encourage students to seek support and advice where they are worried their health, wellbeing and academic engagement may be adversely affected by substance use or misuse.
 - Provide an understanding of the possible actions taken by the College following reports of student involvement in the use, possession or selling of illegal substances or of dangerous misuse of alcohol.
- 2.3 The policy applies to all students of the College. All students are expected to abide by this policy and to ensure guests they bring onto campus also understand and abide by the expectations.
- 2.4 The policy covers conduct in all aspects of student life including participation in College related activities off site, such as field trips, placements or years abroad. Likewise, conduct in the local community that brings the College into disrepute by statutory action may also result in College action under this policy and the Student Conduct Regulations.

3. LEGISLATION AND LEGAL BACKGROUND

3.1 The Policy is necessary to ensure the College's compliance with legislation including:

The Misuse of Drugs Act 1971 (& amendments in subsequent legislation) 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 also stated in the Misuse of Drugs Act 1971 that it is an offence for the occupier, or someone concerned with the management of any premises knowingly to permit or suffer on those premises the smoking of cannabis; or the production, attempted production, supply, attempted supply, or offering of supply of any controlled drug.

The Psychoactive Substances Act 2016 The following criminal offences were created by this Act: producing a psychoactive substance (section 4); supplying or offering to supply a psychoactive substance (section 5); possession of a psychoactive substance with intent to supply it (section 7); importing or exporting a psychoactive substance (section 8). The College does not condone the use of any psychoactive substance; anyone found in possession of any psychoactive substance may be subject to student conduct actions and support sought from Police.

The Road Traffic Act 1988 This states a person is guilty of an offence if driving or attempting to drive a motor vehicle in a public place while unfit through alcohol or drugs

The Drug Driving (Specified Limits) (England & Wales) Regulations 2014 This states it is illegal to drive if either a person is unfit to do so because of legal or illegal drugs; or if there are certain levels of certain drugs in their blood.

The Health and Safety at Work Act 1974 The Act requires the College to undertake what is reasonable to protect the health and safety of students, staff and visitors. Substance use and misuse can negatively impact on the health and safety of an individual and others in our community for example other students in communal or shared accommodation and faculties or staff having to respond to incidents who may have to handle illegal substances or related paraphernalia.

The Licensing Act 2003 The Act aims to reduce both alcohol misuse and crime and disorder.

3.2 The College recognises activities to do with the misuse of drugs are frequently illegal and that the College may itself be in breach of the law if it permits use or misuse of drugs to take place upon its premises. The College notes that activities connected with the misuse of alcohol and other substance abuse can also have legal consequences and sanctions. (See Appendix 2)

3.3 The College has a duty to uphold the law and this may require the College to report students, suspicious activity, or circumstances where there may be a danger or risk to students or staff to the Police. The College will also take action, including making reports to the Police and disciplinary action where appropriate, to address the use of illegal drugs by its students when involved in College-linked activities off College premises or when such behaviour may bring the College's name into disrepute.

4. ROLES AND RESPONSIBILITIES

4.1 The Head of Student Advisory & Wellbeing and Head of Security are responsible for ensuring this policy is implemented and monitored with input from the Head of Residences.

4.2 All members of the student community are expected to be aware of and understand the expectations of this policy. Students should engage with information and education about alcohol, drugs and substances to enable healthy, responsible and safe choices to be made for themselves and other students. Students should also commit to taking personal responsibility for their own actions and conduct if choosing to consume alcohol or use drugs / substances.

4.3 We ask that all members of the College community remain alert to the behaviour and presentation of students, and to the signs of possible misuse of substances, and commit to doing what they can to ensure the health and wellbeing, safety and support of students.

5. PREVENTION AND EDUCATION

5.1 The College will work to provide educative resources and campaigns to increase understanding and awareness of the issues related to alcohol, drug and substance use and misuse. This will include:

- Running wellbeing events or campaigns throughout the year and to promote national campaigns where appropriate.
- Provision of staff training where needed to enable them to be aware of signs of misuse of substances, and to raise awareness of support and signposting.
- Display printed or electronic material aimed at raising student awareness and encouraging healthy and responsible choices.
- Access to internal support services and signposting or referrals to external specialist support services (see section 6).
- Working with external support services, charities and organisations to provide educative content and awareness campaigns.

6. SUPPORT FOR STUDENTS

6.1 The College recognises that most students will not be affected by drugs, alcohol or substance misuse and where a student discloses they have an unhealthy relationship or addiction to substances, where they have been approached to purchase or use substances against, or where they wish to share concerns or information about misuse their case will be treated with discretion and treated with empathy.

6.2 All students named in security and Police reports received that relate to use or misuse of drugs, alcohol or substance will be contacted by a Wellbeing Adviser for follow up support and guidance.

6.3 Students are encouraged to seek support and advice for any matters of concern about their use of or dependency on alcohol, drugs or substances. Within the College students may talk to a Wellbeing Adviser, Counsellor, Mental Health Practitioner, Personal Tutor, or GP Surgery. The Wellbeing department will also be able to provide guidance, signposting and referral to external specialist services. (See also Appendix 1).

6.4 If a student has concerns that another student seems to be experiencing difficulties in their use of alcohol, drugs or substances they should encourage them to seek support and advice from one of the services listed above.

6.5 If it is believed that a student is at immediate or imminent risk, or that they may pose a risk to themselves or others this should be reported as a cause for concern. In an emergency this can be reported to the Campus Security team and all other concerns should be reported to the Wellbeing department for assessment of risk and for prompt support or intervention.

7. STUDENT CONDUCT

7.1 Conduct Procedures

Each case will be assessed individually, however, any student found in possession of, using, or dealing /supplying drugs or psychoactive substances will be subject to our conduct and disciplinary processes. Repeat offences will lead to an immediate escalation in the conduct processes.

If the conduct is to be formally heard the processes of the Student Conduct Regulations will be followed by the Student Conduct Officer (or nominated delegate). Under the formal process a student may face sanctions which may include a formal reprimand, campus restrictions, a financial penalty or in serious cases of misconduct consideration of a suspension of studies or the ending of their studies for misconduct. The burden of proof in formal misconduct cases will be on the balance of probability and not beyond reasonable doubt as required in criminal cases.

College recognises that illegal drug, alcohol and substance misuse is a complex area; that there can be welfare and educational issues underlying drug, alcohol and substance use and that the classifications of substances are subject to revision. The College will take this into account when deciding on conduct and will vary its actions in response to the severity and context of the offence. Outcomes may include mandatory engagement with support, financial penalties, a notice to leave College accommodation, suspension or deregistration from the College

Where an alleged incident is being investigated by the Police the College may wait for the outcome of the Police investigation and consider the findings in its own procedures. However the Student Conduct Officer may proceed immediately with internal procedures if appropriate. Further guidance on this can be found in the *Student Conduct Regulations (Appendix 2 – Temporary Suspensions, Campus Restrictions and Police Investigations)*. If the Police decide not to investigate, or the courts do not find the responding student(s) guilty the College may still proceed with a misconduct process under the Student Conduct Regulations as determining matters under these are subject to judgments on the balance of probability and not beyond reasonable doubt.

Formal hearings remain as private as possible but discretion and confidentiality may be expended to other witnesses and / or your academic department if required. A student who is formally sanctioned can have the outcome noted on their student record if appropriate or sanctions may be shared if certain restrictions are put in place.

7.2 Dealing in or supplying illegal drugs to others

Dealing, selling or supplying illegal substances or psychoactive substances is a criminal offence and is also regarded as Major Misconduct under our Student Conduct Regulations under which appropriate action shall be taken in addition to any penalty or sanction imposed under criminal law. This may include de-registration from their academic studies or an enforced interruption of their studies.

All members of the College community are expected to report evidence of suspected dealing promptly to Security or the Student Conduct Officer. A student suspected to dealing or supplying illegal substances will be reported to Police. The Student Conduct Officer may temporarily suspend or restrict the activities of a student suspected of this offence.

7.3 Possession or use of illegal drugs - including paraphernalia – and psychoactive substances

Possession or use of illegal substances is a criminal offence and will be dealt with as either Minor or Major Misconduct under our Student Conduct Regulations following an assessment of the circumstances of the alleged offence. This includes the possession of paraphernalia which is not permitted on campus even in an unused condition. Sanctions may include a requirement to engage with education and support, a financial penalty and restrictions to their access to and use of campus. Our Halls of Residence accommodation contracts prohibit the use and misuse of controlled substances on campus and students who fail to comply with these terms may serve with a Notice to Quit or a suspended Notice to Quit. All students will be encouraged to seek support through the Wellbeing department.

In the interests of student wellbeing and safety the College reserves the right to ban all psychoactive substances from campus and to treat possession of these substances as a misconduct offence. The College will treat possession or supply of Nitrous Oxide, Synthetic Cannaboids, other synthetic derivatives or similar substances in the same way as the possession of illegal substances.

7.4 Violent, threatening or dangerous behaviour or conduct

The College does not tolerate any drug, alcohol or substance related conduct that endangers the health, wellbeing and safety of other students, staff, visitors or College property. All incidents of violent, threatening or dangerous behaviour will generally be regarded as Major Misconduct under our Student Conduct Regulations. Being under the influence of drugs, alcohol or substances is no defence against a breach of our regulations.

7.5 Driving under the influence of drink or drugs.

Driving under the influence or drink or drugs is a criminal offence and is also regarded as Major Misconduct under our Student Conduct Regulations under which appropriate action shall in taken in additional to any penalty or sanction imposed under criminal law. This may include de-registration from their academic studies or an enforced interruption of their studies.

7.6 Conduct of non-students

Any individual who is not a member of the College community who is found on our premises or campus, possessing or suspected of being involved with controlled substances will be removed from the campus immediately by Security. Where appropriate the Police will also be informed and the individual will be subject to a campus exclusion and restriction order. The member of the College community who invited this individual onto campus will be subject to a student conduct investigation for enabling or allowing the incident to take place.

7.7 Encouragement of individuals to misuse or overindulge in alcohol

The College prohibits the encouragement, overt or covert, of individuals to misuse or over-indulge in alcohol (for example through initiations or 'pub crawls') and confirms its resolve to take appropriate actions, including disciplinary actions where appropriate, when alcohol is misused on College premises or by students when involved in College-linked activities off College premises. Action may also be taken against those who encourage or pressurise others to misuse alcohol.

7.8 Substance use or misuse to gain advantage to take advantage or another student

The College notes that students can on occasions tempted to misuse substances for a variety of reasons, including the gaining of unfair academic and sporting advantage, to harass others and to gain sexual, personal, or other advantage. College confirms its resolve to take action, including disciplinary actions where appropriate, when substances are misused in such a way on College premises or by students when involved in College-linked activities off College premises.

7.9 Appropriate use of campus space

It will be considered an offence for students to allow a room, flat, communal area or other space on campus to be used by people using illegal drugs or psychoactive substances or dangerously misusing alcohol.

As part of the policy of promoting responsible alcohol use, College requests that students do not consume alcohol outside of the appropriately allocated areas. Appropriate areas include licensed bar areas and surrounding seating, dining halls and other area where alcohol is supplied for sale and consumption, students' private residential accommodation and other areas that might be from time to time set aside for such consumption. Students should not take open containers of alcohol from permitted areas out onto campus. College reserves the right to ask students consuming alcohol in inappropriate areas to desist, particularly where this consumption might give rise to nuisance or disturbance and in addition if necessary to take possession or otherwise dispose of this alcohol.

FURTHER INFORMATION AND GUIDANCE

If anyone considers that this Policy has not been followed or for further information on the interpretation and application of the policy please contact the policy owner.

Policy Owner	Head of Student Advisory & Wellbeing
Approving Body	Executive Board
Version number	1
Related policies, procedures and guidelines	(i) Student Conduct Regulations (ii) Student General Regulations
Reviewed by	Student Advisory & Wellbeing, Academic Services Security, Estates Directorate

Royal Holloway University of London
Alcohol, Drugs & Substance Use and Misuse Policy

Approved on	July 2021
Review deadline	July 2023

APPENDIX 1

SUPPORT AND SOURCES FOR FURTHER INFORMATION AND ADVICE

Emergency and out of hours sources of support

<https://intranet.royalholloway.ac.uk/students/help-support/get-help-with-an-emergency/get-help-with-an-emergency-or-contact-security.aspx>

Internal

Wellbeing: Counselling	counselling@royalholloway.ac.uk
Wellbeing: Disability	disability-dyslexia@royalholloway.ac.uk
Wellbeing: International Support	internationaladvice@royalholloway.ac.uk
Wellbeing: Mental Health	mentalhealth@royalholloway.ac.uk
Wellbeing: Multifaith Chaplaincy	chaplaincy@royalholloway.ac.uk
Wellbeing: Support & Guidance	wellbeing@royalholloway.ac.uk
Students' Union Advice Centre	advice@su.rhul.ac.uk
Security	securityrhul@royalholloway.ac.uk
Academic Personal Tutor	See School Helpdesk for more information
Surrey Police	www.surrey.police.uk/ or 101 (non-emergency) Call 999 in an emergency

External

i-access drug & alcohol service	https://www.surreydrugandalcohol.com/
Catalyst Surrey	https://www.catalystsupport.org.uk/
Talk to Frank	https://www.talktofrank.com/
Drug Wise	https://www.drugwise.org.uk/
Drink Aware	https://www.drinkaware.co.uk/
Alcohol Change UK	https://alcoholchange.org.uk/about-us

APPENDIX 2

DRUGS PENALTIES

Via www.gov.uk/penalties-drug-possession-dealing (July 2021)

You can get a fine or prison sentence if you:

- take drugs
- carry drugs
- make drugs
- sell, deal or share drugs (also called 'supplying' them)

The penalties depend on the type of drug or substance, the amount you have, and whether you're also dealing or producing it.

Types of drugs

The maximum penalties for drug possession, supply (selling, dealing or sharing) and production depend on what type or 'class' the drug is.

	Drug	Possession	Supply and production
Class A	Crack cocaine, cocaine, ecstasy (MDMA), heroin, LSD, magic mushrooms, methadone, methamphetamine (crystal meth)	Up to 7 years in prison, an unlimited fine or both	Up to life in prison, an unlimited fine or both
Class B	Amphetamines, barbiturates, cannabis, codeine, ketamine, methylphenidate (Ritalin), synthetic cannabinoids, synthetic cathinones (for example mephedrone, methoxetamine)	Up to 5 years in prison, an unlimited fine or both	Up to 14 years in prison, an unlimited fine or both
Class C	Anabolic steroids, benzodiazepines (diazepam), gamma hydroxybutyrate (GHB), gamma-butyrolactone (GBL), piperazines (BZP), khat	Up to 2 years in prison, an unlimited fine or both (except anabolic steroids - it's not an offence to possess them for personal use)	Up to 14 years in prison, an unlimited fine or both
Temporary class drugs*	Some methylphenidate substances (ethylphenidate, 3,4-dichloromethylphenidate (3,4-DCMP), methylnaphthidate (HDMP-28), isopropylphenidate (IPP or IPPD), 4-methylmethylphenidate,	None, but police can take away a suspected temporary class drug	Up to 14 years in prison, an unlimited fine or both

Drug	Possession	Supply and production
ethylnaphthidate, propylphenidate) and their simple derivatives		

*The government can ban new drugs for 1 year under a ‘temporary banning order’ while they decide how the drugs should be classified.

Psychoactive substances penalties

Psychoactive substances include things like nitrous oxide (‘laughing gas’).

You can get a fine or prison sentence if you:

- carry a psychoactive substance and you intend to supply it
- make a psychoactive substance
- sell, deal or share a psychoactive substance (also called supplying them)

Psychoactive substances	Possession	Supply and production
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Things that cause hallucinations, drowsiness or changes in alertness, perception of time and space, mood or empathy with others	None, unless you’re in prison	Up to 7 years in prison, an unlimited fine or both
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Food, alcohol, nicotine, caffeine, medicine and the types of drugs listed above do not count as psychoactive substances.

Possessing drugs

You may be charged with possessing an illegal substance if you’re caught with drugs, whether they’re yours or not. If you’re under 18, the police are allowed to tell your parent, guardian or carer that you’ve been caught with drugs. Your penalty will depend on:

- the class and quantity of drug
- where you and the drugs were found
- your personal history (previous crimes, including any previous drug offences)
- other aggravating or mitigating factors

Cannabis: Police can issue a warning or an on-the-spot fine of £90 if you’re found with cannabis.

Khat: Police can issue a warning or an on-the-spot fine of £60 on the first 2 times that you’re found with khat. If you’re found with khat more than twice, you could get a maximum penalty of up to 2 years in prison, an unlimited fine, or both.

Dealing or supplying drugs: The penalty is likely to be more severe if you are found to be supplying drugs (dealing, selling or sharing). The police will probably charge you if they suspect you of supplying drugs. The amount of drugs found and whether you have a criminal record will affect your penalty.