

# Drugs and Alcohol Policy

1.9 – July 2022

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### Creation and Revision History

To be reviewed annually by Head of Student Services. Next review due July 2023.

Version	Owner	Purpose/Change	Date
1.0	Head of Student Services	Created	May 2014
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1.2	Simon Duckworth, Head of Student Services	Review and rebranding	July 2016
1.3	Simon Duckworth, Head of Student Services	Update to title of policies referred to	April 2017
1.4	Simon Duckworth, Head of Student Services	Annual review – no changes	July 2017
1.5	Simon Duckworth, Head of Student Services	Annual review – no changes	July 2018
1.6	Simon Duckworth, Head of Student Services	Annual review – amendment to 6.1	July 2019
1.7	Simon Duckworth, Head of Student Services	Annual review – no changes	July 2020
1.8	Simon Duckworth, Head of Student Services	Annual review – welfare officer changes	July 2021
1.9	Simon Duckworth, Head of Student Services	Amendment to section 6.1	July 2022

# 1 Introduction

- 1.1 INTO has the responsibility of ensuring all our students are familiar with the laws and regulations on drugs and alcohol in the UK. We also try our best to safeguard you and ensure your wellbeing during your studies with us.

# 2 Aims and Objectives

- 2.1 This policy is put together for the purposes below:
- To promote a healthy lifestyle.
  - To raise awareness and prevent drugs and alcohol misuse and addiction.
  - To safeguard students from the hazards of drugs and alcohol abuse.
  - To state restrictions on students' consumption of drugs.
  - To state restrictions and standard on students' consumption of alcohol.
  - To indicate responsibilities of students and staff.
  - To confirm the disciplinary procedures applicable to students and the consequences.

# 3 Definition

## 3.1 Drugs

Also called controlled drugs or illegal substances. They are classified into 3 types in the UK – Class A, B and C. Penalties are made based on what “class” the drug is. The most severe penalty can be an unlimited fine and life in prison.

## 3.2 Legal age for alcohol consumption

Laws and regulations for alcohol in the UK may be different from the country you are from. The legal age for buying and drinking alcohol in the UK is 18. You may find most licenced premises and shops apply “Challenge 25” policy. If they do, you can usually see signs that says, “If you are lucky enough to look under 25, you will be asked to prove that you are aged 18 or over when you buy alcohol. If you are under 18, you are committing an offence if you attempt to buy alcohol.” It is also illegal to buy alcohol for someone who is under the age of 18.

## 3.3 NHS recommended limits on alcohol consumption

(Source: NHS Trust)

	Recommended daily safe limit	Recommended weekly safe limit
Men	Maximum 3-4 units a day	No more than 21 units per week
Women	Maximum 2-3 units a day	No more than 14 units per week

Please note that a “unit” is not a glass or a pint. A unit is different for the type of alcohol you drink. Usually, a pint of normal strength lager counts as two units, a large glass of wine is 3 units and a single pub measure of spirit counts as 1 unit. You can use the below formula to calculate the unit of the type of drink you have.

$$\frac{\text{Volume (ml)} \times \% \text{ alcohol}}{\text{(abv)}}$$

### 3.4 Alcohol misuse/abuse

Means a level of drinking that persistently affects one's work or performance. Alcohol addiction is defined as the compulsive need or dependency on alcohol consumption and the physiological symptoms upon withdrawal from alcohol. Both are considered as illnesses. Help and support are needed in recovering from them.

### 3.5 Binge drinking

This is defined by NHS as "drinking lots of alcohol in a short space of time or drinking to get drunk or feel the effects of alcohol" (Source: drinkaware.co.uk). The below scenarios are classified as binge drinking:

- You drink more than the NHS recommended limits every day.
- You don't drink every day, but you regularly drink to get drunk.
- You don't drink every day, but you regularly drink more than the recommended limits in one single session.
- You don't drink every day, but you regularly drink quickly.

## 4 Roles and Responsibilities

### 4.1 Students

#### Drugs

- INTO has zero tolerance on students using, possessing, supplying or producing drugs.
- Under no circumstances should you obtain, intend to supply, supply drugs or provide premises for the use of any controlled drugs.
- Using at home, sharing amongst friends or allowing friends to use controlled drugs in your home is also illegal.
- Students found in breach of any of the above may be reported to the police as well as put through INTO Student Code of Conduct and Disciplinary Policy and Procedures.

#### Alcohol

- You should always attend classes in a fit and sober state.
- You should understand that being intoxicated is not an accepted excuse or mitigation for breaching regulations such as Student Code of Conduct.
- You should be aware of cultural diversity in the centre and behave in an appropriately respectful manner towards others with different views or attitudes to alcohol.
- You should never put pressure on others to drink or to drink over NHS recommended limits.
- You should ensure that you do not breach premise licences of INTO centre or the university.
- You should agree to be referred to internal or external support services when being advised or requested by members of staff.
- You should make sure you understand the regulations and restrictions of your residence; for example, in some accommodation, it is not permitted to consume alcohol in communal areas.
- If staying with host families, you should respect the views or habits of the host.
- If you have concerns over your level of alcohol consumption, seek help and support; for example, speak to a member of staff that you feel comfortable confiding to or speak to your GP for advice.

## 4.2 INTO Centre and staff

- There is a welfare officer or a designated member of staff in the centre for students' welfare and wellbeing.
- Guidance and training opportunities are provided to designated staff on recognising and responding to students who appear to be under the influence of drugs or alcohol misuse.
- Staff members are aware of the signs and symptoms of disruptive behaviour or impaired performance when drugs and alcohol consumption is a possible cause.
- Staff members will refer students who they suspect to have a drug or alcohol dependency problem to relevant internal or external services for further guidance and support.
- Staff members will adhere to this policy whilst carrying out their work duties and expect the same level of responsibility from their students.
- All centre organised social events are clearly labelled if alcohol is involved.
- During centre organised social events where alcohol is served or provided, event organiser or members of staff have the duty to monitor the volume of alcohol consumed and prevent over dosage.
- All members of staff are aware of the data protection policy if a student confides to them their dependency or addiction to drugs and alcohol.
- Staff members will work closely with the university and Student Union (if applicable) to ensure policies and procedures are inline.
- All staff are aware of the reporting line in the centre when raising concerns over students.

# 5 Related Policies, Regulations and Procedures

## 5.1 Drugs

If you are found to be under the influence of drugs, the Welfare Officer or the Head of Student Services will be notified. This will be treated as a welfare issue in the first instance; however, if you are found to possess drugs or in breach of any drug related laws and regulations, INTO reserve the right to contact the relevant authorities and will act appropriately within legal requirements as well as following INTO Student Code of Conduct and Disciplinary Policy and Procedures.

## 5.2 Alcohol

If you are found to be under the influence of alcohol during classes, the Welfare Officer or the Head of Student Services will be notified and you will be asked to leave the premises immediately in a safest possible way. This will be dealt with as a welfare issue in the first instance. If the situation reoccurs and you do not show any repentance, disciplinary procedures will be applied and support services will be contacted. Ultimately, you could be withdrawn from your course.

If you are found in breach of premises licences or laws and causing offences under the influence of alcohol, INTO will act within the law and contact the police if necessary. Disciplinary procedures will also be carried out duly.

## 5.3 Under 18 of Age

If you are under the age of 18 and found in breach of laws for controlled drugs, INTO reserve the right to contact the relevant authorities and will act appropriately within legal requirements.

It is an offence to buy or consume alcohol if you are under 18 years of age. If the incident occurs, INTO will follow the INTO U18 Policy as well as take necessary legal action if applicable.

The INTO Student Code of Conduct and Disciplinary Policy and Procedures is available upon request.

## 6 Where to get help and support

6.1 If you feel that you might need help and support, please feel free to contact a member of staff, who will refer you to the Welfare Officer or the Head of Student Services. Alternatively, you may contact the below direct.

- INTO Welfare Officers 01603 597362/01603 597341 or email [into.life@uea.ac.uk](mailto:into.life@uea.ac.uk).
- INTO Head of Student Services 01603 591344 or email [s.duckworth@uea.ac.uk](mailto:s.duckworth@uea.ac.uk).
- GP – [www.nhs.uk](http://www.nhs.uk).
- Drinkline – the national alcohol helpline 0800 917 8282.
- Alcoholic Anonymous – a support group with branches around the country 0845 769 7555.
- FRANK – Friendly, confidential drugs advice <http://www.talktofrank.com>.