

POLICY ON THE USE OF ALCOHOL, CONTROLLED SUBSTANCES AND LEGAL HIGHS

This is the Green Templeton College operational policy from 16 June 2016 on the Use of Alcohol, Controlled Substances and Legal Highs. (See definitions in Annex 3.)

The College is concerned for the health and wellbeing of all its individual members and of the college community as a whole. Excessive consumption of alcohol can have adverse effects on your health both short-term and long-term. Recreational use of controlled drugs is illegal largely because of the risks they pose to individuals' health. There are serious concerns about the potential health effects of so-called "legal highs". The College strongly discourages students from taking unnecessary risks with their health.

The primary purpose of this policy is to give guidance as to how to deal with situations in College where an individual is incapable of looking after themselves through apparent use of alcohol or drugs including legal highs.

The secondary purpose of this policy is to safeguard the College's alcohol and entertainments licence by providing guidance to responsible College staff and contracted security staff. Security staff in particular risk their own licence to operate if they are seen to take no action in relation to suspected unlawful activity.

In respect of drugs and legal highs, this policy focuses on two different issues that are in practice often related – the effect on individuals taking these substances and their possession.

Anti-social behaviour arising from the consumption of alcohol, drugs or legal highs will be dealt with under the College's disciplinary codes.

Objectives

The objectives of this policy are to:

- Provide guidance from a health and welfare perspective on how to deal with situations when an individual is deemed to be incapable of looking after themselves through apparent use of alcohol or drugs (including legal highs).
- Give clear direction to support the College's licence to serve alcohol and provide regulated entertainment (music, dancing, cinema performance).
- Assist and support College Porters, contracted security personnel and other responsible individuals when making decisions to call the emergency services

Policy

Welfare - Sources of Advice and Help

The College will support all members of its community who seek help to overcome their use of controlled substances or legal highs or the misuse of alcohol.

A variety of sources of help is available. All consultations will be treated in strict confidence subject to the provisions of the law.

1. Advice is available at both college and University level. College Advisers, Junior Deans, peer supporters and the College Nurse are appropriate people within the College to whom individuals might turn for advice. The Student Counselling Service provides a source of confidential counselling outside the College context. OUSU's Student Advice Service will assist students in finding appropriate support.

2. Medical Help. One practical way to start the process of recovery is to recognise the medical issues, and to seek help, from a college doctor, who will be able to provide medical help, and will be bound by the conventions of medical confidentiality. Self-referral to The Ley Clinic at Sandy Croft, Sandy Lane, Yarnton, could be considered. Free and confidential advice can be obtained from the National Drugs Helpline 'FRANK' (0800 776600), Turning Point Oxfordshire Tel: (01865) 455601, <http://www.turning-point.co.uk> and other contacts are available at <http://www.talktofrank.com>.

Practical Guidance

Dealing with the health and welfare of the individual is the first priority when an individual is deemed to be incapable of looking after themselves through apparent use of alcohol or drugs (including legal highs). The procedure for urgent action for persons found on College premises to be under the influence of a substance such that they are considered to be at risk to their own or others' safety and welfare is outlined in Appendix A.

Service and Purchase of Alcohol

It is illegal to sell or supply (or attempt to) or to allow the sale or supply of alcohol to a person who is drunk. Obtaining or attempting to obtain alcohol for consumption on licensed premises by drunken persons is also illegal.

In the interests of welfare and safety, and to fulfil the College's legal responsibilities, those serving alcohol are instructed that they must not serve an individual who in their opinion is drunk or serve others who they believe will supply alcohol to a drunken individual or who appears under the influence of drugs (including legal highs).

The Possession of Drugs

The possession of controlled drugs without a medical prescription is illegal as is any dealing in such drugs. In order that contract security staff are supported in their role at events, the College asks them to inform the College authorities if they have reason to suspect either possession or dealing. If an individual is found or suspected to be in possession of a Class A drug the Police will be informed.

College members should be aware that with just cause (ie in the case of behaviour that suggests the use of and/or dealing in controlled substances or legal highs), individuals may be asked to turn out their pockets/bags. In particular, the security staff employed for events are trained in searching. Whilst at liberty not to cooperate, individuals may as a result be asked to leave the College premises.

Disciplinary Action

Disciplinary action is covered for staff in the Staff Handbook, College Statute 10 for Statutory Fellows, in College Regulations, Section 15 for Non-Statutory Fellows and under Section 16 for students. It is the role of the appropriate authority to decide what disciplinary action to take. For example, in the case of students ultimately it is matter for the Dean to decide what evidence is sufficient and what action to take.

Confidentiality

In any potential disciplinary case it is important that confidentiality of any individual involved is respected and details are only passed to members of the College administration who it is vital are informed.

Guidance

Health and Welfare: the flow chart at **Annex A** makes it clear that an ambulance should be called when felt necessary. If an ambulance is not required, the flow chart provides further guidance aimed at safeguarding the individual.

Reporting Possession or Dealing: **Annex B** states that the Police are to be called if a Class A drug is thought to be involved in the incident and provides guidance on how evidence is to be collected in case disciplinary action is necessary.

The appendices are indicative rather than prescriptive and although health and welfare take priority, where there are no health or welfare issues, it may be appropriate to move straight to the reporting mechanism.

Annex A to Policy on the use of Alcohol, Controlled Substances and Legal Highs

Annex B to Policy on the use of Alcohol, Controlled Substances and Legal Highs

Annex C includes definitions

Annex A to Policy on the use of Alcohol, Controlled Substances and Legal Highs - Health and Welfare Flow Chart

When an individual is found, on College premises, to be under the influence of a substance such that they are considered to be at risk to their own or others' safety and welfare, the senior person* present will:

If they feel that the individual concerned is medically at risk call an ambulance

When an individual (or accompanying friend) returns from hospital they are asked to inform the Lodge

Fellows, Staff, a member of the public:
The senior person present will contact a friend or relative to take responsibility for the individual

Other Oxford University Students:
The Porters Lodge of a non GTC College student will be informed of their return and condition

Should an individual appear to be at risk but not justify the calling of an ambulance they may return to their accommodation or College if accompanied by someone responsible*

GTC Students:
In the case of a GTC student, the individual and the person looking after them will take the student back to the student's accommodation. The "responsible person"* must inform the Porters Lodge if they have any further concerns about the individual's situation. The Lodge will then call for medical assistance

Alternatively the duty Junior Dean is to be contacted and asked to take responsibility for the individual which may include periodically checking on their wellbeing.

When there is no one willing to take responsibility for an individual they may need to be directed to A&E

*Senior Person - In the absence of the Bursar and Domestic Bursar, the senior individual present outside working hours, for these purposes, is likely to be the Duty Porter, supported by the Junior Dean and or outsourced Security Staff.

* Responsible Person – Is likely to be a friend of the individual who is deemed able to act in a responsible manner.

Annex B to Policy on the use of Alcohol, Controlled Substances and Legal Highs - Disciplinary Issues

Dealing with the health and welfare of any individual who appears at risk to themselves is the first priority. Thereafter the *Senior Person present will, if possible, identify the individual, collect evidence and inform the police where appropriate. Where there are welfare as well as disciplinary issues involving a GTC student, the Duty Junior Dean is available for support.

1 Positive identification of the individual, ie if the individual is definitely known to the reporter then a name plus accompanying description of the individual's appearance or corroboration from a second person who knows the individual or a formal confirmation of their identity from the individual suspected.

2 Positive evidence of possession or dealing including either two witness statements (submitted to the College as soon as possible after the events observed and in any case within 24 hours) or an admission by the individual suspected. Where any kind of search has been conducted, any substances confiscated should be bagged, sealed, labelled and securely stored at the College Lodge. Any such substances should be handed to the police.

Statements taken and substances confiscated in regard to use of controlled substances will be considered as evidence within the College's disciplinary policies. The police will be informed where an individual is found in possession of and/or to be dealing in a Class A drug.

*Senior Person - In the absence of the Bursar and Domestic Bursar, for disciplinary support purposes, the senior individual present outside working hours, for these purposes, is likely to be the Duty Porter or outsourced Security Staff.

Note that Security Staff at College events are trained in search procedures and may ask those suspected of being in possession of Class A drugs to turn out their pockets.

Annex C: Definitions

Under the Misuse of Drugs Act 1971, illegal drugs are placed into one of 3 classes - A, B or C. This is broadly based on the harms they cause either to the user or to society when they are misused.

The class into which a drug is placed affects the maximum penalty for an offence involving the drug. For example, Class A drugs attract the most severe penalty as they are considered likely to cause the most serious harm. Drugs controlled under the Misuse of Drugs Act are illegal to have, produce, give away or sell.

- Class A drugs include: heroin (diamorphine), cocaine (including crack), methadone, ecstasy (MDMA), LSD, and magic mushrooms.
- Class B includes: amphetamines, barbiturates, codeine, cannabis, cathinones (including mephedrone) and synthetic cannabinoids.
- Class C includes: benzodiazepines (tranquilisers), GHB/GBL, ketamine, anabolic steroids and benzylpiperazines (BZP).

Legal Highs: substances developed to mimic the effects of illegal drugs like cocaine and ecstasy but are structurally different enough to avoid being classified as illegal substances under the Misuse of Drugs Act. These are often referred to as legal highs and may now be rendered illegal by being treated under Temporary Class Drug Banning Orders.