

## **Queen Mary and Westfield College's Policy Regarding Misuse of Alcohol and other Drugs by Staff and Students**

### **The Policy**

The abuse of alcohol and drugs is inconsistent with work and study and with the high standards of behaviour that society expects from an academic community. The College has therefore developed this policy to set clear standards of behaviour for students and staff. The word "students" refers to those registered at the College for a period of study. The word "Staff" refers to those employed by the College.

### **School of Medicine and Dentistry**

The School of Medicine and Dentistry has a separate policy which imposes more rigorous standards as professionally expected of medical and dental students.

### **1 Standards**

- 1.1 No one should attend for work or study in an unfit state because of alcohol consumption.
- 1.2 Incapacity to work or study through the consumption of alcohol is a College disciplinary offence.
- 1.3 The abuse of drugs is unacceptable to the College at all times and the use of any illicit drug is a College disciplinary as well as a criminal offence.
- 1.4 In bars which use College property alcoholic drinks will be sold only during normal licensing hours, with the exception of events which may require a special licence and will require approval of a Vice-Principal.
- 1.5 The College expects the Students' Union and the Students' Associations, Clubs and Societies to discourage activities where the abuse of alcohol is anticipated.
- 1.6 Sufficient non-alcoholic drinks must be available wherever alcohol is provided at a social event within the College.
- 1.7 Staff and Students are expected to maintain satisfactory and acceptable standards of behaviour at all times

### **2 Education**

- 2.1 The College has a duty to educate members of its community on alcohol and drug related issues in order to assist them:
  - To fulfil their legal, personal and social responsibilities.
  - To be better informed regarding the effects of using and misusing alcohol and drugs.
  - To be clear about the legal and professional consequences of drug use.
  - To be better aware of the help and support available (within and outside the College) to those with alcohol and drug related problems.
- 2.2 All staff and students will either receive a copy of this policy or be informed where a copy can be obtained.

- 2.3 New students will be given information about alcohol and drugs and where help can be sought.
- 2.4 This information will also be freely available to all students within Departments, The Health Centre, The Students' Union/Associations and the Counselling and Welfare Service.

### **3. Help**

- 3.1 The College has a responsibility to be alert for the identification of staff and students who have developed or are thought to be at risk of developing alcohol or other drug related problems. Those in need of help in this area will be encouraged to seek it. The College will offer help wherever practicable.
- 3.2 The circumstances surrounding each individual with alcohol or drug related problems will be taken into consideration, recognising that a variety of responses will be necessary. The College will seek to balance the safety, interests and concerns of the person experiencing the problem with those of other members of the College and members of the local community.
- 3.3 Students, staff and tutors will be made aware of the current opportunities for receiving help or advice concerning alcohol misuse and/or other similar problems. These include College facilities such as the Student Counselling Service which is currently based at the Mile End site and is available to see and help students who refer themselves with alcohol and/or drug problems. The Occupational Health Service is available to students and staff. Both services are also available for advice to students who are concerned about their friends/colleagues excessive drinking or drug misuse. Hospital and community based confidential services are available for both staff and students (see appendix).
- 3.4 Confidential records held by staff giving support including nurses, counsellors and the occupational health doctor, will be governed by their professional ethical guidelines. Consent will be sought if at all possible before breaching confidentiality.

### **4. The Law and Discipline**

- 4.1 The College has a legal responsibility to provide a safe and healthy study and work environment for its students, staff and those in any way associated with its undertaking including visitors, and will take appropriate action to safeguard their wellbeing.
- 4.2 The inability of staff or students to perform their duties responsibly and safely due to the effects of alcohol, or drugs whether on or off campus will be subject to disciplinary procedures.

This applies to academic and other work activities including care-taking and security work, the operating of machinery, equipment, tools and the handling of chemicals.

- 4.3 The College will take disciplinary action against staff or students driving its transport (or their own) during university activities whilst unfit due to the influence of alcohol or drugs.
- 4.4 Under the Misuse of Drugs Act 1971 it is an offence for the occupier of premises or a person concerned in the management of any premises knowingly to permit or suffer any of several activities to take place in these premises. The activities specified in the Act include the smoking of cannabis or attempting to supply a controlled drug to another person.
- 4.5 College Management will take appropriate action in such cases and may inform the police of the offence.
- 4.6 Student misconduct in relation to alcohol and illicit drugs will be dealt with in accordance with Ordinance D2: Code of Student Discipline.
- 4.7 Staff and students are reminded that unacceptable conduct which may be alcohol related will still be subject to normal disciplinary procedures. The influence of alcohol or drugs will not constitute an acceptable excuse.

## **Appendix**

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### **Help Available for People with Alcohol and/or Drug Misuse**

#### **General**

Your own General Practitioner

QMW Health Centre (020 7882 3176)

The Occupational Health Service (020 7882 6057, 020 7882 3691)

QMW Student Counselling Service (020 7882 5175) is a confidential self-referral service.

#### **Alcohol**

Drinkline (020 7332 0202; 6pm – 11pm everyday) is a national alcohol helpline for confidential help and advice.

Hackney Community Alcohol Team 020 8525 9383) service provides assessment, detoxification and help.

City & Hackney Alcohol Counselling Service (020 7613 1313, 020 8525 1313)

Alcohol East (020 8257 3068) provides advice, assessment, and help for those in Newham or Tower Hamlets.

Greater London Association of Alcohol Services (GLAAS) (020 7253 6221) which provides information about services in London.

Alcoholics Anonymous (020 7352 3001) provides free group support from recovering alcoholics for those who wish to remain teetotal.

Al-Anon Family Groups (020 7403 0888) for families and friends of problem drinkers.

Alcohol Concern (020 7928 7377) provides advice and information about local help.

#### **OTHER DRUGS**

National Drugs Helpline (0800 776600) gives free information and advice.

Narcotics Anonymous (020 7730 0009) provides free group support from recovering addicts for people recovering from narcotics addiction.

City Roads (020 7278 8671) is a 24 hour emergency drugs crisis intervention service.

Release emergency service (020 7603 8654) is a 24 hour telephone line for people with drug problems, particularly giving legal advice.

#### **DOCTORS, DENTISTS, AND THEIR STUDENTS**

The Addictive Physicians Programme runs a helpline (01252 345163) for immediate advice and help.

The British Doctors and Dentists group (020 7487 4445) exists to help these professionals (and students) to avoid alcohol and drugs and support those unable to recover by themselves. All group members are recovering from alcohol or drug problems, and the referrals are handled anonymously.

National Counselling Service for Sick Doctors (020 7935 5982) is a confidential independent advisory service provided by senior doctors from all branches of medicine.