

Supporting procedures

Student Drugs Policy

Originator name:	Chief Student Officer
Section / Dept:	Chief Student Officer Directorate and Estates, Facilities and Commercial Services
Implementation date:	1 May 2021
Related policies:	Student Drugs Policy
History:	Original procedures created in 2014. Revised and Updated 2021.

1	Introduction
	This document sets out University procedures relating to the misuse of drugs by students.
1.1	Purpose
	<p>The University’s Student Drugs Policy presents four Policy Principles which reflect the University’s diverse responsibilities. The University will</p> <ol style="list-style-type: none"> 1. Aim to provide a safe, healthy and educative environment for its students and staff; 2. seek to promote knowledge, awareness and understanding to enable its community to make informed choices; 3. seek to encourage supportive and caring harm minimisation strategies which reduce the risks associated with drug use/misuse including promoting drug free lives and recovery where appropriate; and 4. not tolerate by students while registered with the University and have procedures to manage: <ol style="list-style-type: none"> i) the possession or misuse of drugs ii) the supply of any drugs iii) any other acts contravening the misuse of drugs act or related legislation <p>These Procedures have the distinct purpose for managing principle 4. Management of Principles 1-3 are detailed in the Policy</p>
1.2	Policy
	See Student Drugs Policy
1.3	Procedures
1.3.1	University premises other than Halls of Residence
	<p>The University has the power to inspect any area of its estate and facilities.</p> <p>There are a limited number of grounds under which the University may require to access, enter or search University premises.</p> <p>If there is reasonable belief of misconduct occurring, (e.g. smell of cannabis or smoke) a member of University Security has authority to enter an area to ensure the University remains a safe and secure place for staff, students and visitors to live, study and work.</p> <p>Students of the University are required to give their names, their home and University addresses and to produce their identity card or other reasonable means of establishing both student status and identity, when asked to do so by any member of staff. The student identity card remains the property of the University. It must be produced by the student on request and may be withdrawn at any time without notice.</p>
1.3.2	University Halls of Residence - Room entry and search

	<p>There are a limited number of grounds under which the University may require to access, enter or search University Residential Accommodation during the period of a student's occupation licence. This is detailed in Section 6a) of the licence agreement.</p> <p>A Residential Warden or a member of University Security has authority to enter a room where there is reasonable belief that misconduct is occurring, which broadly include, welfare responsibility for residents; incident and crisis management; and maintenance of</p>
	<p>discipline, and ensuring the University remains a safe and secure place for staff, students and visitors to live, study and work</p> <p>Any search is actioned by prior agreement of the Head of Security or their nominee, who is contacted for authority.</p> <p>It is recognised that there is a substantial difference between entering a room, and conducting a detailed search of that room, the latter being a more active and intrusive investigation. There are therefore different bases for such actions as follows.</p>
1.3.2. i	Room <i>entry</i> guidance
	<p>The following is a guide for the Residential Warden or Security when entry to a resident's room is required (i.e. a suspected breach of the Conditions of Residence or welfare check):</p> <ol style="list-style-type: none"> 1) Knock and identify yourself. If no reply, knock again before entering the room. 2) Conduct the business pertaining to the reason you entered the room. 3) Leave the top sheet of the Room Entry Notice (REN) and then exit the room, locking the door. Copies (bottom sheet) of Residential Warden issued RENs go to the Senior Warden, copies of those issued by security go to the Head of Security. The middle sheet is retained by the person issuing it.
1.3.2. ii	Room <i>search</i> guidance
	<ol style="list-style-type: none"> 1) Prior to conducting a search of a room, authorisation must be received from the Head of Security (or nominee). 2) Searches of bedrooms can only be conducted by a minimum of two staff (in normal circumstances this would be a Security staff member and Residential Warden); and a minimum of two staff must be together in the room at all times until the search has concluded. 3) Only in circumstances where their presence would restrict the purpose of a search or put staff conducting a search at risk should searches be conducted without the resident present. 4) It is recommended that protective gloves should be worn. 5) The search should be recorded on Body Worn Video if available and Photographs should be taken of all relevant evidence as it is found and subsequently seized.
1.3.3	Encountering suspected drug activity

	<p>In the event that a Residential Warden encounters an illegal drug activity they will investigate the matter</p> <ul style="list-style-type: none"> • If the Residential Warden feels it is safe to proceed without the accompaniment of a Security Officer, they are able to enter a room (1.3.3) but are not permitted to conduct a search (1.3.4) without authorisation. A full report should be made on the incident tracker in case it requires further review in the future. • If the Residential Warden feels the situation is unsafe, Security should be called. 										
1.4	Action and Indicative Outcomes relating to the Misuse of Drugs										
1.4.1	Actions										
	<p>Where the misuse of drugs is made known to the University (e.g. complaint raised by a fellow resident).</p> <p>The Authorised Person will investigate the matter, in all cases:-</p> <ul style="list-style-type: none"> • In acknowledgement of the illegal status of the drugs, the student will be instructed to cease use / have suspect drug substances confiscated • Student will be strongly encouraged to contact the Centre for Wellbeing and/or recommended external agencies, such as Surrey Drug and Alcohol Care. • Confiscated illegal drugs will be secured by the Security Officer for collection by the Police • If the student fails to co-operate with the reasonable requests of the Residential Warden and/or Security staff, including relinquishing any illegal drugs in their possession, they will be informed that this may constitute a breach of the Student Disciplinary Regulations. • Any person found to be misusing drugs who is not a member of the University will be immediately removed from University premises. They may be subject to temporary or permanent bans. Any member of the University who invited the individual onto site may be subject to disciplinary action. <p>Action will normally be taken in line with the <i>Student Disciplinary Regulations</i> as outlined below. In some case the <i>Regulations for Fitness to Practise</i> will apply.</p>										
1.4.2	Indicative outcomes										
	<table border="1"> <thead> <tr> <th></th> <th>Type of drug and nature of individual's offence</th> <th>Refer to OSCAR</th> <th>Outcome of investigation</th> </tr> </thead> <tbody> <tr> <td>i)</td> <td>Class B/C drugs – <i>1st offence of a student found to be in possession or using, or who allows any guests or visitors to store or use</i></td> <td>No</td> <td>£100 fine which will be suspended if the student confirms attendance at an education session with a CWB nurse (normally the CUBIC course or approved alternative)</td> </tr> </tbody> </table>				Type of drug and nature of individual's offence	Refer to OSCAR	Outcome of investigation	i)	Class B/C drugs – <i>1st offence of a student found to be in possession or using, or who allows any guests or visitors to store or use</i>	No	£100 fine which will be suspended if the student confirms attendance at an education session with a CWB nurse (normally the CUBIC course or approved alternative)
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ii)	Class B/C drugs –2 nd offence of a student found to be in possession or using, or who allow any guests or visitors to store or use	Yes	OSCAR will progress the matter as a potential case of major misconduct in accordance with the <i>Student Disciplinary Regulations</i> . Proven offences may result in the exclusion of the student from their accommodation/the University, their suspension or expulsion.
iii)	Class A drugs – 1 st offence of a student found to be in possession or using, or who allow any guests or visitors to store or use.	Yes	OSCAR will progress the matter as a potential case of major misconduct in accordance with the <i>Student Disciplinary Regulations</i> . Proven offences may result in the exclusion of the student from their accommodation / the University, their suspension or expulsion.
iv)	Class A/B/C – 1 st offence of a student or visitor to the University who is found to be, or is suspected of, supplying	Yes	OSCAR will progress the matter as a potential case of major misconduct in accordance with the <i>Student Disciplinary Regulations</i> . Proven offences may result in the exclusion of the student from their accommodation / the University, their suspension or expulsion.
v)	'Legal Highs' (Types - stimulant, sedative or hallucinogenic) – 1 st offence of a student or visitor to the University who is found to be, or is suspected of possession or supply of a 'legal high'	Possible	The Authorised Person will consider the matter in accordance with the <i>Student Disciplinary Regulations</i> . This could result in a minor misconduct penalty being applied or the matter being referred to OSCAR as a potential case of major misconduct.

Legislation distinguishes between the crimes of possession and supply; the penalties for the latter being more severe. The University reserves the right to take disciplinary action, consecutive or concurrently to any police action, which may be suspended upon police request. The University may exclude a student from campus under a managed exclusion order. (MEO)

Registrable qualifications - Students in certain disciplines should be aware that use of drugs may contravene a professional body's code of conduct and could lead to Fitness to Practice proceedings and suspension from placement. The University may be required to notify any body and/or be unable to issue a certificate of professional registration.

1.4.3 Police involvement

We may refer cases to the Police for investigation. This will depend on the severity of the incident e.g. group drug usage, class A controlled drugs.

immediate action is required the Authorised Person (e.g. Residential Warden) and Security Officer will conduct an assessment of the situation and may take action prior to any police arrival.

	<p>All drugs discovered will be provided to the Police for disposal.</p> <p>The Police will only request student personal details in the event that the drugs are the subject of concerns regarding public safety or serious crime.</p>
1.5	Support
	<p>In all cases of discovery of the misuse of drugs, all students should be encouraged to take up support offered at the university and through external organisations. The Residential Warden and OSCAR, in the case of referral under <i>Student Disciplinary Regulations</i>, should follow up with the student to provide information on the support available i.e. Centre for Wellbeing, Surrey Drug and Alcohol Care, Talk to Frank. Further information is also available via Report + Support.</p> <p>See Student Drugs Policy for further details.</p>