

## Drugs and Alcohol Policy and Procedures

<b>Version</b>	<b>1.1</b>
<b>Effective date</b>	<b>June 2015</b>
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<b>Policy owner</b>	<b>Registrar</b>
<b>Reference points</b>	<b>Middlesex University Regulations; Guildford College Drugs and Alcohol Policy;</b>
<b>Audience / handling notes</b>	<b>Public</b>
<b>Dissemination and implementation plan</b>	<p>This Drugs and Alcohol Policy and Procedure will be published on the My ACM area of the ACM website for reference by students, staff and all other stakeholders.</p> <p>Heads of School will be directed to where it is published. Heads of School will be responsible for the dissemination of the policy and procedures to academic staff; the Registrar will be responsible for the dissemination of the policy and procedures to support staff.</p> <p>Students will be informed by email that this information has been updated and is available on the ACM website.</p>
<b>Approving Committee</b>	<b>Policy and Strategy Committee</b>
<b>Date approved</b>	

<b>Version</b>	<b>Date</b>	<b>Activity</b>
1.1	01/10/2015	Addition of clause at 4. to include policy on smoking, especially eCigarettes.

## Initial Equalities Impact Assessment (EIA) Questions for ACM Policies:

Equality Impact Assessments (EIA) are a legal requirement of public bodies and form part of the specific duties on universities and colleges to help them meet their general equality duties. For more information on EIA, please refer to the ACM Equality and Diversity Policy.

An EIA involves gathering and using evidence to make a judgement about how a particular policy or practice affects, or is likely to affect, protected equality groups of people when it is implemented. Protected groups<sup>1</sup> are identified in the Equality Act 2010 as sharing a particular characteristic against which it is illegal to discriminate. The assessment should identify whether the policy and its related procedures affect people from different equality strands in different ways and if they do then it should establish whether the differential impact is positive, negative or neutral.

This form is intended to provide a quick assessment of whether a policy requires a Full EIA. It is also intended to be used to EIA all new policies.

- a) Is there any aspect of the policy, procedure or practice that is likely to have a differential impact (negative or positive) on any of the protected characteristics?

No  
 Yes

If yes, identify how the impact would affect the specific equality strand:

- b) Is there a possibility of unlawful discrimination, directly or indirectly, on any of the protected characteristics?

No  
 Yes

- c) Could there be an effect on relations between certain groups?

No  
 Yes

- d) Can the above differences be justified?

No  
 Yes  
 N/A

- e) What mechanisms are in place to monitor the application of the policy, procedure or practice across people from all protected equality groups? Please explain:

Registry will record the number and type of incidents of any transgressions of the Drugs and Alcohol policy in an academic year in order to identify trends, evaluate the effectiveness of and make enhancements to the Drugs and Alcohol Policy and Procedures.

<sup>1</sup> The nine protected groups are defined in the ACM Equality and Diversity Policy. In brief, they are: Age; Disability; Gender re-assignment; Marriage and civil partnership; Pregnancy and maternity; Race; Religion and belief; Sex; Sexual orientation.

## Drugs and Alcohol

### 1. Policy Statement

- 1.1. This policy describes how the Academy of Contemporary Music (ACM) looks upon the consumption of drugs and alcohol.
- 1.2. This policy applies to all and is designed to ensure that students and staff are treated in a fair and equitable manner.
- 1.3. The Registrar is responsible for managing and reviewing this policy and **all staff** are responsible for the effective operation of the Drugs and Alcohol policy and procedures outlined below.
- 1.4. The content of this policy aligns with government legislation, the regulations of ACM's validating partners and other external stakeholders to whom ACM must make reference.
- 1.5. The Drugs and Alcohol policy has a direct link with the following policies and procedures:
  - Academic Misconduct
  - Health and Safety
  - Safeguarding
  - Student Complaints & Grievances
  - Student Disciplinary
  - Student Disciplinary Appeals
  - Withdrawals and Interruptions

### 2. Objectives

- 2.1. To explain in an open, transparent and accessible way how ACM approaches the issue of drugs and alcohol by ACM staff and students.
- 2.2. To describe the steps of the ACM process for investigating and resolving issues with staff or students found using drugs and/or alcohol.

### 3. Drugs

- 3.1. ACM has a 'zero tolerance' approach to drug and substance misuse.
- 3.2. ACM will normally refer all offences relating to controlled drugs to the police.
- 3.3. Any student or member of staff found in possession, under the influence of or supplying illegal drugs will be subject to the ACM disciplinary procedure which could result in suspension or expulsion (students) or summary dismissal (staff).
- 3.4. Please be aware that many drugs that are prescribed for medical conditions can also have adverse side effects, which can be detrimental to health and safety.

The warning 'This drug causes drowsiness --- do not operate machinery' is common on prescription tablets but not always heeded. There can be other effects, which can also cause a hazard in the workplace such as a feeling of cold, sweating, clammy hands etc.

3.5. Staff should always tell their direct line manager or a member of the Human Resources department if their Doctor has prescribed drugs or medication, which could affect their work performance. Drugs do not have to be prescribed to cause side effects.

#### 4. **Smoking**

4.1. Smoking, including the use of eCigarettes, is not permitted anywhere on ACM premises.

#### 5. **Alcohol**

5.1. ACM also has a 'zero tolerance' approach to alcohol misuse. Unless authorised by management, students and staff are forbidden from consuming alcohol during lessons/work, from bringing alcohol onto ACM premises or from coming into ACM in an unfit state to participate in lectures or other timetabled learning activities. Any breach of this rule by students or staff will be treated as misconduct and is likely to result in suspension or expulsion (students) or summary dismissal (staff).

5.2. Even a small amount of alcohol consumed at lunchtime can reduce reaction times and may cause errors of judgement. In addition the perception of risk can be reduced.

5.3. The "morning after" condition can also lead to serious incidents and accidents, lack of concentration and carelessness.

5.4. If a student or employee feels they have a drink problem, or thinks they are at risk of developing one, they should come forward for help as ACM has a number of various support services it can offer; i.e. counselling.

5.4.1. A student, in the first instance, should either speak to a member of ACM staff, such as Registry, their mentor or Designated Safeguarding Lead (DSL), who will be able to direct them to the appropriate support structures.

5.4.2. A member of staff, in the first instance, should either speak in confidence to their line manager; or a member of the Human Resources department (which ever colleague they feel more comfortable talking to).

#### **Procedures (Drugs and Alcohol)**

1. Any student or member of staff found under the influence of substances (in an unfit state to participate in lectures or other timetabled learning activities), or in possession, under the influence of or supplying illegal drugs will be subject to ACM Student Disciplinary or Staff Disciplinary policies and procedures.

2. ACM will normally refer all offences relating to controlled drugs to the police.