UCQ UNIVERSITY CENTRE QUAYSIDE

Alcohol and Drugs Policy

Version: 5
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Document reviewer: Strategic Safeguarding Lead
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1. Purpose

1.2 UCQ is committed to providing a safe environment for all staff and students, so they can work and learn as productively as possible. This policy is designed to prevent the misuse of alcohol and drugs among staff and students. Possession or consumption of alcohol or illegal drugs at UCQ, or while on the way to or from UCQ is unacceptable and is likely to be treated as serious misconduct and dealt with under GP-024 Student Disciplinary Policy and Procedure or GP-013 Behaviour and Expectations (staff), in addition to any other legal implications. Likewise, it is unacceptable for students to arrive to their training venue unfit for learning and/or work as a result of drugs or alcohol.

2. Scope

2.1 This policy applies to all members of the UCQ community.

2.2 The UCQ Senior Leadership Team takes overall responsibility for this policy and its implementation. They will ensure that all staff dealing with substance issues are adequately supported and trained.

3. Definitions

3.1 The term 'drugs' and 'drug education', unless otherwise stated, is used throughout this document to refer to all drugs:

- All illegal drugs (those controlled by the Misuse of Drugs Act 1971)
- All legal drugs, including, legal highs, alcohol, volatile substances (those giving off a gas or vapour which can be inhaled), khat and alkyl nitrites (also known as poppers)
- All over the counter and prescription medicines (including controlled drugs)

4. Related policies and guidance

DfE and ACPO drug advice for schools
GP-013 Appendix A: Behaviour and Expectations
GP-024 Student Disciplinary Policy and Procedure
HS-001 Health and Safety Policy and Appendices
SA-002 Safeguarding Policy and Appendices
SA-016 Student Welfare Policy

5. Policy statement

5.1 When dealing with drug-related incidents, UCQ follows the procedures laid out in DfE and ACPO 'drug advice for schools' (September 2012). In incidents involving substance misuse or supply on the premises/during UCQ delivery, action will proceed as follows:

5.1.1 UCQ staff will consider each incident individually and may employ a range of responses as detailed in Appendix 1. The recording of action taken and information gathered will follow the procedures in Appendix 1.

5.1.2 Drug related incidents must always be reported to a member of the safeguarding team immediately. Where applicable, parents/carers will be informed as soon as possible. The support of outside agencies will be sought if appropriate.

5.1.3 Any medical emergencies will be dealt with following the procedure set out in Appendix 2

5.1.4 Police may be informed at the discretion of the Senior Leadership Team.

5.1.5 The Senior Leadership Team will take responsibility for liaison with the media, where required.

6. Confidentiality

6.1 Sensitive personal information about students is disclosed only on a 'need to know' basis with careful attention to the students' rights and needs. UCQ's collection, use and storage of data will be dealt with under DA-001 Data and Privacy Policy.

7. Compliance and enforcement

7.1 The Strategic Safeguarding Lead takes overall responsibility for ensuring compliance and enforcement of this policy across the organisation. Non-compliance will be treated with disciplinary action.

8. Training and communication

8.1 All staff will receive annual safeguarding training. Students are invited to review the wealth of resources available on UCQ's safeguarding, Prevent and wellbeing page, available at https://ucq.ac.uk/safeguarding-and-prevent/

8.2 Ongoing support will be provided by the Safeguarding Team. This policy will be made available on the UCQ website for all stakeholders to access.

9. Review and revision

9.1 This policy will be reviewed at the following times:

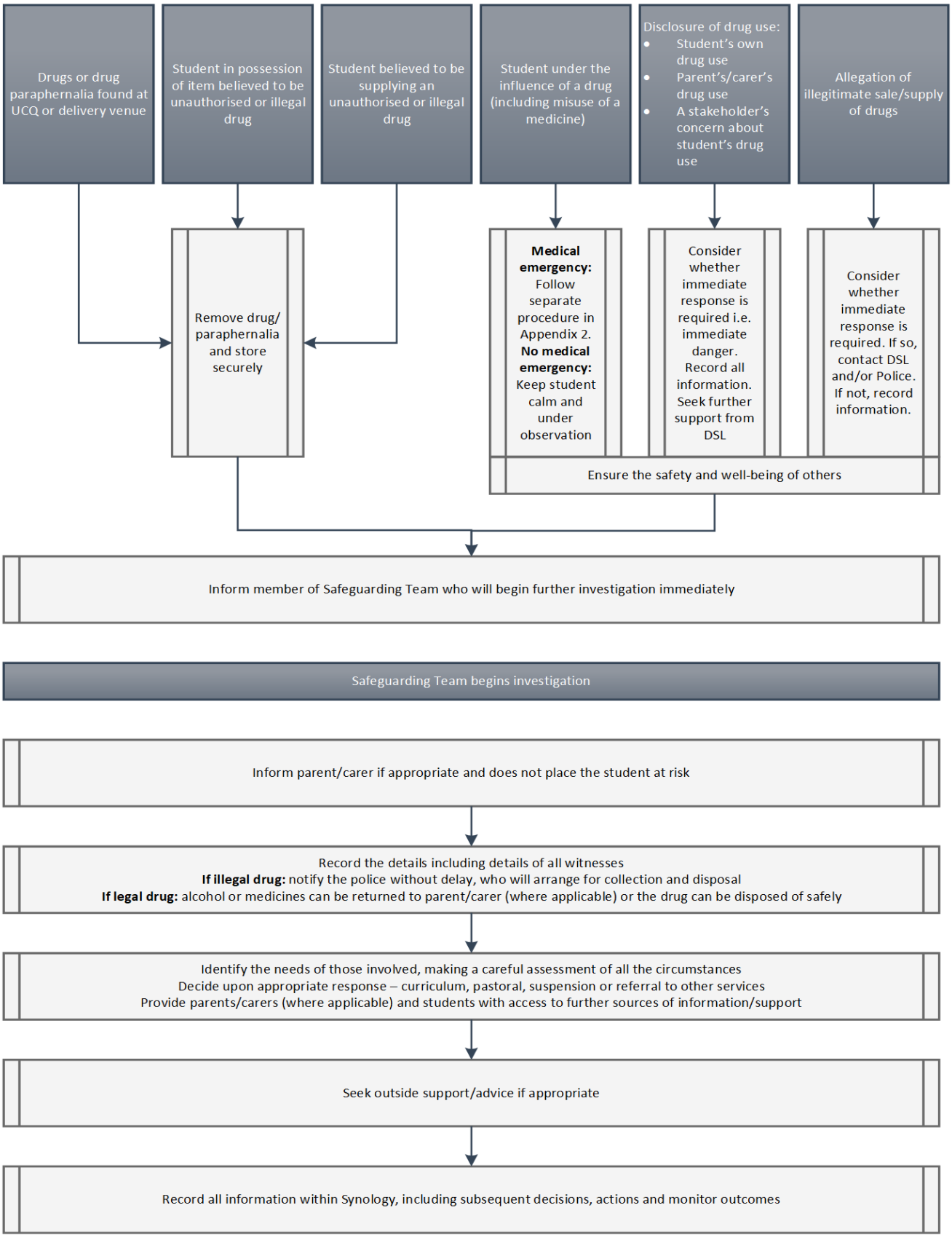
- Every two years; or
- Following any serious incident involving students and drugs; or
- Following the issue of any new guidance from the Department for Education

9.2 The review will be carried out by the Safeguarding Team.

10. Document history

ISSUE NO.	DATE	PAGE	REVIEWER	DETAIL OF AMENDMENT
4	28/03/2024	All	Michelle Elliott	Periodic review conducted. Formatting revised to fit recommended document template as specified in quality procedure QP02 with new sections 2.1, 7, 8 & 10 added. S9 title updated. Section 4: Reference to GP-013 Appendix A added. Paragraph numbers updated accordingly
5	20/03/2026	All	Tara Henderson	Periodic review completed. Appendix 3: Contact removed as site no longer updated.

Appendix 1 Process flowchart



Appendix 2 Medical emergencies

The procedures for an emergency apply when a person is at immediate risk of harm e.g. having trouble breathing, confused or disorientated or having taken a toxic substance.

The main responsibility is for the student at immediate risk, but you also need to ensure the well-being and safety of others.

If in any doubt, call medical help immediately 999 – always let UCQ know if you have done this.

Always:

- Assess the situation
- Contact a UCQ First Aider or send for medical help and ambulance

Before assistance arrives:

If the person is conscious:

- Ask them what has happened and to identify any drug they have used
- Collect/protect any drug sample or packaging and vomit for possible medical analysis
- **Do not** induce vomiting if they have not already vomited
- **Do not** chase or over-excite them if intoxicated from inhaling a volatile substance
- Keep them under observation, warm and quiet if possible
- Contact parent/carer where applicable

If the person is unconscious:

- Ensure that they can breathe and place in the recovery position
- **Do not** move them if a fall is likely to have led to an injury which may not be obvious
- **Do not** give them anything by mouth
- **Do not** attempt to make them sit or stand
- **Do not** leave them unattended or in the charge of another student
- Contact parent/carer immediately where applicable

For needle injuries:

- Encourage wound to bleed.
- **Do not** allow them to suck wound.
- Wash with soap and water.
- Dry and apply waterproof dressing
- If injury from a used/dirty needle seek immediate advice from a doctor
- Retain needle if available and give to emergency services

When medical help arrives:

- Pass on any information available, including vomit and any drug samples. As soon as you have dealt with the emergency record all information and report to Safeguarding Team.

Appendix 3 Sources of further information / support

Alcohol Change

Provides help and support for those affected by alcohol.
Website: www.alcoholchange.org.uk

DrugWise

DrugWise is a centre of expertise on illegal drugs, aiming to inform policy development and reduce drug- related risk.
Website: https://www.drugwise.org.uk/

FRANK

FRANK is the national drugs awareness campaign aiming to raise awareness amongst young people of the risks of illegal drugs, and to provide details of sources of information and advice. It also provides support to parents/carers, helping to give them the skills and confidence to communicate with their children about drugs.
24 Hour Helpline: 0300 123 6600
Text: 82111
Email: frank@talktofrank.com
Website: www.talktofrank.com

UCQ Website

The UCQ website has a range of health and wellbeing services freely available to support students on all provision: https://ucq.ac.uk/support-links/

Appendix 4 Initial equalities impact assessment

Department: All	**Completed by:** Tara Henderson, Head of Policy & Governance	**Date of initial assessment:** 01/03/2021
Area to be assessed:	SA-017 Alcohol and Drugs Policy	
Existing or new policy/procedure:	New	
What evidence has been used to inform the assessment and policy? (please list only)		
External guidance and requirements: ➢ DfE and ACPO drug advice for schools ➢ Section 2 of the Misuse of Drugs Act 1971 **Internal guidance and requirements:** ➢ Consultation with Safeguarding Team ➢ GP-024 Student Disciplinary Policy and Procedure ➢ HS-001 Health and Safety Policy and Appendices ➢ SA-002 Safeguarding Policy and Appendices ➢ SA-016 Student Welfare Policy		

1. Describe the aims, objectives or purpose of the policy/procedure	UCQ is committed to providing a safe environment for all students, so they can learn as productively as possible. Possession or consumption of alcohol or illegal drugs at UCQ, or while on the way to or from UCQ is unacceptable and is likely to be treated as serious misconduct and dealt with under GP-024 Student Disciplinary Policy and Procedure, in addition to any other legal implications. Likewise, it is unacceptable for students to arrive to their training venue unfit for learning and/or work as a result of drugs or alcohol. This policy sets out UCQ's approach to alcohol and drug use at UCQ, at a delivery venue, or on the way to or from training with UCQ.		
2. Which stakeholders/groups are intended to benefit from this policy/procedure?		All stakeholders	
The Equality Act 2010 requires public bodies to have 'due regard' to the need to:- (1) Eliminate unlawful discrimination, harassment and victimization (2) Advance equality of opportunity between different groups; and (3) Foster good relations between different groups	**3. Could the policy/procedure have a disproportionately negative effect impact in terms of the aims set out in (1) to (3) of the Act on any of the protected characteristics?:-** **High** **Medium** **Low** **No effect**	**4. Briefly explain how the policy/procedure furthers or prevents the aims set out in (1) to (3).**	**5. If there is a disproportionately negative impact on any protected characteristics, can it be justified on the grounds of promoting equality or any other reason? If yes, please explain.**

Protected characteristics	**Age**	No effect	Not applicable	Not applicable
	Disability	No effect	Not applicable	Not applicable
	Gender	No effect	Not applicable	Not applicable
	Gender reassignment	No effect	Not applicable	Not applicable
	Marriage and Civil Partnership	No effect	Not applicable	Not applicable
	Pregnancy and Maternity	No effect	Not applicable	Not applicable
	Race	No effect	Not applicable	Not applicable
	Religion or Belief	No effect	Not applicable	Not applicable
	Sexual Orientation	No effect	Not applicable	Not applicable

6. Has there been any consultation/engagement with the appropriate protected characteristics?		Not applicable as no PC impact identified
7. What action(s) will you take to reduce any disproportionately negative impact, if any?		None required
8. Based on the information in sections 1 to 7, should this policy/procedure proceed to Full Impact Assessment? (recommended if one or more 'High' under section 2)		No
Assessor signature:	**Approved by:** **Michelle Elliott**	**Date approved:** 01/03/2021