

## **Accommodation Services – Student Conduct and Wellbeing**

### **Dealing with Substance Misuse**

The aim of this procedure is to provide a clear and transparent process for managing substance misuse with students residing within the University accommodation, across all campuses.

Through the implementation of this, we will enhance the student experience; ensuring students reside within a safe and enriching environment. This document will give transparent guidelines on how Accommodation Services and Campus Operations will investigate these issues on site.

The aim of this procedure is to provide a healthy and safe working and living environment for staff and students. Where the need for assistance for a student has been identified additional support can be provided through the University, either through the Counselling Services, support from the Mental Health and Wellbeing Coordinator or through the University Safeguarding Group.

#### **1 What is “Substance Misuse”?**

Substance misuse is the harmful use of substances (like drugs and alcohol) for non-medical purposes. The term “substance misuse” often refers to illegal drugs. However, legal substances can also be misused, such as alcohol, prescription medications, legal highs, caffeine, nicotine and volatile substances (e.g. petrol, glue, paint)

#### **2 How are concerns raised?**

##### **2.1 Student Reporting Concern**

If a student wishes to report concern over any substance misuse issues affecting themselves or others they can either report their concern through one of the following;

- Log a call on the E-vision help desk,
- For emergency assistance contact the Campus Operations Security on 01902 322106 to report their concern if this is out of hours
- Report the concern to the Accommodation Services team in person.

##### **2.1.2 Security Reporting an Incident or Concern**

Security Officers will report an incident following the Student Conduct and Wellbeing Procedure. If the substance misuse is being dealt with at stage one, an advice sheet on the effects and support available for substance misuse will be issued with the informal caution.

#### **3 Accommodation Services Further Action**

In addition to the Student Conduct and Wellbeing Procedure Accommodation Services will refer the student to the Mental Health and Wellbeing Coordinator to provide support and signpost the student where necessary to University support or external agencies to address their specific needs.

#### **4 Breach of Stage Two of the Student Conduct and Wellbeing Process**

If stage two of the Student Conduct and Wellbeing Procedure is breached for substance misuse a case conference will be held, where practical within 5 working days, to determine the course of action case by case. The case conference could look at how best to manage

the situation, the impact this is having on the student or other students, whether there has been any impact with their academic studies, does the student require support, should this be escalated to obtain a Notice to Quit or possible suspension from the University. At this meeting Accommodation Service will instigate chair and record the case discussion and outcomes. The attendees for case conferences will be drawn from the following list:

Security	Coordinator or Manager
Accommodation Services	Accommodation Operation Manager or Halls Manager
Local Campus Operations	Campus Manager or Coordinator
Conduct and Appeals	Head or Deputy Head of the Conduct and Appeals Unit.
Students Union	
Police	TBC
Faculty Representative	
Mental Health and Wellbeing Coordinator	
Note: Requested attendee will vary case by case and subject to requirements, additional attendee may be seconded as required.	

### 5 Communal Areas with Evidence of Substance Misuse

All residents on the corridor will be interviewed as stated within the Student Conduct and Wellbeing Procedure and an Acceptable Behaviour Contract may be issued to the group.

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