



Oxford International Study Centre
individually designed study programmes in the heart of Oxford

POLICY ON DRUGS AND SUBSTANCE MISUSE

Staff

- The college does not allow smoking or any non-medicinal drugs on the premises.
- The college does not allow any member of staff – tutoring, administrative, or other – to enter college premises or to undertake work whilst under the influence of alcohol or drugs.
- Entering the premises, or attending work, or attempting to do so, whilst under the influence of drugs or alcohol is a disciplinary offence, which could be considered to constitute gross misconduct. Any such behaviour will invoke the college disciplinary procedure, and will lead to disciplinary action, which may include summary dismissal.

Students

The senior management team has a statutory power to search students or their possessions, with or without consent, whilst on the premises, if they have reasonable grounds for suspecting that the student may be in possession of a prohibited item.

Prohibited items include, but are not limited to:

- Knives or weapons
- Alcoholic drinks or alcohol-containing products intended for intoxication
- Illegal or illicit drugs
- Stolen property
- Fireworks
- Pornographic or offensive images or content
- Any other article which a member of staff reasonable expects has been, or may be, used to commit an offence or to cause damage or injury.

Whilst the possession or misuse of any illegal or forbidden substances is to be treated as a serious case of misconduct, the primary function of this policy is to indicate a zero-tolerance policy with regard to illegal drugs. Outlined below is the college procedure to be followed in case of incidents involving misuse of illegal drugs:

Each drug-related incident will be considered separately and the appropriate response decided on based on individual circumstances and the need to balance appropriate disciplinary response with the needs of the student(s) concerned.

Generally speaking, however, sanctions will be applied as follows:

- a) **Supply of drugs or other illicit substances.** Any student who supplies drugs – either free of charge, or in exchange for money – on the premises, or off the premises with other students implicated, will typically be permanently

excluded from the college for a first offence. The term 'supply' is used to refer to the retail of drugs, communication with drug dealers on a student's own behalf, or on behalf of another student, introducing fellow students to a drug dealer or facilitating communication with a drug dealer, and any other instance of procuring, exchanging, or handling drugs for him/herself or for any other student(s).

- b) **Possession of drugs or other illicit substances.** Any student who is found to have any drug in their possession will usually be excluded for a fixed period for a first offence, the duration of which is to be decided by the Principal after examining the case and its circumstances independently. For a second offence, the Principal will determine whether a second fixed-term exclusion is appropriate, or whether a permanent exclusion would be more suitable. The Principal will take notice of any medical/police/social service/drug unit reports or advice presented in making a decision.

The college will, in any cases of drug or substance misuse, determine what type of counseling, if any, needs to be provided and will make relevant recommendations and referrals to the student and relevant authorities and services.