

Wheatfield Primary School

'Growing and Learning Together'

Alcohol, Drugs and Substance Misuse Policy

(Non-Statutory Policy Document)

Issue No 1

October 2016



Approved by Head Teacher: October 2016

Approved by Governors: October 2016

Review Date: October 2019

Wheatfield Primary School

Wheatfield Drive
Bradley Stoke
Bristol BS32 9DB

Tel: 01454 868610

Email: office@wheatfieldprimary.com

Website: www.wheatfieldprimary.com

Alcohol, Drugs and Substance Misuse Policy

CONTENTS

1	INTRODUCTION.....	3
2	AIMS OF THE POLICY	3
3	POLICY STATEMENT	3
4	SUPPORT FOR EMPLOYEES	4
5	RESPONSIBILITIES	5
5.1	The Governing Body.....	5
5.2	Head Teacher	5
5.3	Employees	5
5.4	HR for Schools.....	6
5.5	Occupational Health and Staff Counselling	6

Alcohol, Drugs and Substance Misuse Policy

CHANGE RECORDS SHEET

Issue No.	Date	Summary of Change	Amended by
1	October 2016	New policy; based entirely on the model policy recommended by the Local Authority.	D Hickson

SUMMARY

This policy should be read in conjunction with all other school policies. If you require further details of this policy then please refer to the Head Teacher or Deputy Head Teacher.

This policy will be reviewed every three years or updated as and when changes occur. This is to be recorded in the minutes of the Staffing and Resources Committee.

Alcohol, Drugs and Substance Misuse Policy

MAIN DOCUMENT

1 INTRODUCTION

The School's Governing Body recognises its moral and legal duty to provide as safe an environment as possible for all its employees and to ensure the safety of all pupils, other members of the school's staff and the public.

This policy document is concerned with the use of alcohol, illegal drugs and the misuse, whether deliberate or unintentional, of prescribed drugs and substances such as solvents.

Alcohol, drug and substance-related problems are defined as those that impact on an employee's conduct or ability to work safely. This policy sets out to:

- Ensure the health, safety and welfare of all the school's employees by providing a framework for staff who are experiencing alcohol, drug or substance related problems to address those problems and access help and support at an early stage.
- Reduce the potential detrimental effects of alcohol, drug and substance misuse on the quality of work and performance of staff with alcohol, drug or substance related problems e.g. as a result of absenteeism, reduced productivity, accidents and loss of reputation.

The school values its employees and supports their welfare. It will, therefore, seek to respond to alcohol, drug or substance misuse problems as primarily a health issue, recognising that an employee with a problem can put themselves, pupils, their colleagues and the public at risk of harm. It is the school's intention to respond positively to these issues and to encourage staff with problems to seek help.

2 AIMS OF THE POLICY

These are to:

- (a) Ensure all employees are aware of the School's policy in relation to alcohol, drug and substance misuse and their potential effects and risks.
- (b) Encourage employees with alcohol, drug or substance-related problems to seek early help.
- (c) Ensure that pupils and colleagues are not put at risk as a result of problems.
- (d) Promote a climate that encourages employees to raise issues and concerns where they, or colleagues, have problems related to alcohol, drug and substance misuse.
- (e) Offer confidential support, advice and counselling, or other appropriate assistance, to employees who suspect or know they, or colleagues, have or may be developing problems.
- (f) Ensure that managers are given appropriate support and assistance in dealing with employees who may have a problem.
- (g) Make clear the circumstances relating to misuse that may lead to disciplinary proceedings and possibly dismissal.

3 POLICY STATEMENT

3.1 Employees of the school must not:

- Consume alcohol or use substances outside working hours that may cause impairment or impact upon their ability to work safely.

Alcohol, Drugs and Substance Misuse Policy

- Report for work if they may be under the influence of alcohol or other substances that may affect their performance.
- 3.2 Employees, in consultation with their GP or pharmacist, have a responsibility to ensure that prescribed or over-the-counter medication does not impact upon their conduct or ability to work safely. Employees with any reason to believe that their ability may be impaired must report it to the Head Teacher or their designated line-manager.
- 3.3 All members of staff who drive any school vehicle, or a personal vehicle for business use, have responsibilities under:
- The Road Traffic Act 1991, which sets the legal limit for driving at 35 micrograms of alcohol in 100 millilitres of breath (or 80 milligrams of alcohol in 100 millilitres of blood).
 - The Road Traffic Act 1988, where a person must not drive, attempt to drive or be in charge of a motor vehicle under the influence of a substance (drugs or alcohol).
- 3.4 The school does not allow the consumption of alcohol by employees during working hours; this includes staff on school trips when they are they are 'on-duty' and responsible for students in their care. (The only exceptions to this are official functions or special social events, with the express permission of the Head Teacher; in these situations, non-alcoholic drinks must also be provided and consideration given to the differing religious observances of school employees).
- 3.5 The possession, use, production or supply (selling or giving) of illegal drugs, such as cocaine, heroin, LSD and cannabis, on school premises is forbidden. This will normally be dealt with as a matter of misconduct and must also be reported to the police under the Misuse of Drugs Act 1971.
- 3.6 Any employee who reports for work in an inappropriate state under the influence of alcohol, drugs or other substances will normally be suspended from work: the school owes a duty of care to pupils and other members of staff.
- 3.7 The school, as a caring employer, will seek to facilitate help for those seeking it, through counselling and rehabilitation and actively encourages those employees who suspect or know they have an alcohol, drug or substance abuse problem to take advantage of the support available. The school will encourage such employees to receive specialist treatment services to allow them to continue, or return, to work safely.
- 3.8 The school, however, will take appropriate action when any member of staff is involved in any breach of this policy; this may involve action under the school's Sickness, Capability or Disciplinary policies. Please note: the School's Disciplinary Procedure states that serious incapacity due to alcohol or drugs whilst on duty will normally be regarded as gross misconduct depending upon the seriousness and circumstances of the case.
- 3.9 The school may consider paid or unpaid time off work for assessment, treatment and rehabilitation for alcohol and drug-related problems where recommended by Occupational Health and when sickness absence is not applicable.

4 SUPPORT FOR EMPLOYEES

- 4.1 The Head Teacher may become aware of alcohol, drug or substance misuse by a member of staff in a number of ways, such as:
- The employee seeking help on a voluntary basis through their line manager.
 - The employee's line manager or a colleague identifying a pattern of deteriorating work performance or obvious signs of alcohol, drug or substance misuse.
 - A complaint from a pupil or parent.

Alcohol, Drugs and Substance Misuse Policy

In whatever way the problem comes to light confidentiality will be maintained and help and support will be offered, consistent with the wider responsibilities of the school.

- 4.2 School employees have access to a number of agencies which can help or advise about alcohol, drug and substance misuse:
- The Authority's Occupational Health Service, IMASS, which can be accessed via the school's Head Teacher.
 - Interchange, the Staff Counselling Service, available on 0117 9831465.
 - Safer South Gloucestershire (Drug and Alcohol Services) – 0800 0733011 - [http://www.impactpathways.org.uk/SGDAS-\(SouthGloucestershire-Drug-and-Alcohol-Service\)/Pathway-Services/](http://www.impactpathways.org.uk/SGDAS-(SouthGloucestershire-Drug-and-Alcohol-Service)/Pathway-Services/).
 - Employees are also advised to contact their Trade Union or Professional Organisation for guidance and support.
- 4.3 Where an employee has undertaken treatment and is ready to return to work, the school will seek to provide support in re-integration and rehabilitation back into the workplace, having regard to advice from Occupational Health.
- 4.4 The school expects employees to take advantage of, and respond positively to, treatment offered but it recognises that lapses may occur during the period of recovery, which may lead to an employee returning to substance misuse. Should this occur, the school will review the circumstances of the case and may continue to offer support towards full recovery.
- 4.5 Where an employee fails to take advantage of treatment and/or fails to show the requisite improvement in performance the school may choose to deal with the issue under the appropriate school procedure.

5 RESPONSIBILITIES

5.1 The Governing Body

The Governing Body is responsible for establishing systems and procedures for the safe and efficient management of the school including those set out in this document.

5.2 Head Teacher

The Head Teacher is responsible for the effective implementation of the School's procedures. Where it is discovered that a member of staff is under the influence of alcohol, drugs or other substance whilst at work, to the extent that they are at risk of harm to themselves, pupils, colleagues or the public, that employee will be sent home (with due regard to their safety) pending a management investigation under the appropriate school procedure.

When it is brought to the Head Teacher's attention that an employee may have an alcohol, drug or substance related problem, he/she will discuss this with the employee concerned to discuss appropriate support and may contact the HR for further advice.

5.3 Employees

All members of the school's staff have a responsibility to carry out their duties efficiently and effectively. If their performance is, or is likely to be, impaired due to alcohol, drug or substance misuse they should take suitable action or seek support to address the problem.

All employees must assist with any investigation about their own alcohol, drug or substance misuse and attend any meetings as requested with the Head Teacher, line manager, Occupational Health or other parties and agencies.

Alcohol, Drugs and Substance Misuse Policy

Should employees suspect that a colleague's misuse of alcohol, drug or other substance is having an effect on the safe and effective provision of services within the school, they should discuss this in confidence with the Head Teacher or their line manager (an employee who is reluctant to raise concerns should refer to the Safeguards for Employees in Section 3 of the 'Employee Whistle Blowing Policy').

5.4 HR for Schools

HR Officers are available for advice, information and assistance in accessing professional advice, and for providing support to the Head Teacher.

A designated HR Officer will provide advice if it is decided that action should be taken in accordance with the school's procedures for capability, misconduct or ill-health.

5.5 Occupational Health and Staff Counselling

South Gloucestershire's Occupational Health and Staff Counselling Services will provide advice and support to school employees, line managers and the Head Teacher in dealing with alcohol, drug and substance related problems and will facilitate employees receiving specialist treatment.