



Believing and Achieving Together

Signed:

Date: March 2023

Review: March 2025, or sooner if required

### **Alcohol & Drugs Misuse**

We acknowledge that alcohol, drug and substance misuse is defined as "the intermittent or continual use of alcohol or any drug or other substance which causes detriment to a member of staff's health, functioning, or performance at work, and which affects efficiency, productivity, safety, attendance, time keeping or conduct in the workplace". We recognise we have a responsibility to ensure a safe and healthy working environment for all staff and pupils. We do not condone the excessive and/or inappropriate use of alcohol, or the misuse of drugs/substances, whether illicit or prescribed. We recognise that a safe and healthy working environment is put at risk by employees who use alcohol and other drugs/substances in such a way that their health, work performance, conduct or relationships at work are adversely affected.

We encourage staff with alcohol and drug/substance related problems to seek help voluntarily and we are committed to support the member of staff through this process. We do not permit any member of staff to be at work if they are under the influence of alcohol (or smelling of alcohol) and drugs. We will take appropriate action through the absence control procedures and the disciplinary process if we judge that absenteeism, presenteeism or misconduct has arisen out of the inappropriate use of alcohol or drugs. We will keep all information regarding a member of the school personnel who has difficulties with alcohol or drugs in the strictest of confidence.

**Aims:**

- To protect the health and safety of pupils and school personnel and to help anyone who may be suffering from a drug or alcohol related problem.

**Procedure:**

#### **Role of the Governing Body**

- The GB will:
  - ensure that all school personnel are aware of its contents and its seriousness;
  - support and help any member of staff suffering from alcohol or drug/substance related problems.

### **Role of the Headteacher**

- The Headteacher will:
  - ensure the policy is brought to the attention of all new and existing employees;
  - take action if a member of the school personnel is identified as having a work problem which may be associated with alcohol or drugs;
  - take action if an employee identifies that they have a drink or drugs related problem;
  - ensure that the member of staff receives the required help and support;
  - provide information and training for all school personnel on this issue.

### **Role of School Personnel**

- School personnel must:
  - comply with this policy;
  - co-operate with any help and support that is offered once a problem has been identified;
  - encourage employees who they believe to be suffering from an alcohol or drug related problem to seek help.
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### **Support and Counselling**

- School personnel will:
  - be offered a programme of counselling and treatment instead of potential disciplinary action;
  - be granted paid leave of absence to undergo treatment and support;
  - in consultation with the LA determine if it is appropriate to continue in their current job role or to consider alternative permanent or temporary employment with the LA;

### **Disciplinary Action**

- Disciplinary action will be taken if a member of staff suffering from alcohol or drugs related problems:
  - continues to behave inappropriately after a programme of support and counselling has been exhausted;
  - declines to seek assistance;
  - discontinues a course of treatment before completion;
  - continues inappropriate use of alcohol and drugs.

### **Effectiveness**

- We believe this policy will be effective only if we ensure consistency across the school by regular monitoring.