



TALBOT HEATH SCHOOL *"Honour Before Honours"*

ALCOHOL, DRUGS AND SUBSTANCE ABUSE POLICY

Date adopted: 28th June 2022

Date for next adoption: Summer Term 2025

Reviewed by: E & S Committee

Policy Statement

Talbot Heath School will actively protect the health and well-being of its staff and pupils by adopting best practice approaches to Health and Safety and Occupational Health.

The school recognises that the misuse of drugs or other substances, whether prescribed or illicit, and the excessive or inappropriate use of alcohol, can have serious consequences on the physical and psychological health of a staff member. The school intends to maintain and support the health and well-being of all staff and to minimise the problems associated with alcohol, drug and substance misuse.

The school is committed to ensuring that any instances of alcohol, drug and substance misuse are addressed in an appropriate manner and will:

- i) Regard these issues as health problems which require help and treatment;
- ii) Encourage those with an alcohol, drug or substance misuse related issue to seek help and treatment;
- iii) Address any instances of unsatisfactory performance, conduct or attendance attributable to alcohol, drug or substance misuse. This may include action in accordance with the school's Conduct Procedures.

1. Scope of Policy

This policy applies to all of the school's staff whilst engaged in the work of the school. This means:

- at the school's premises;
- at suppliers' or partners' premises;
- at any other place where the school may undertake its work;
- at any time when representing, or when a member of staff may be seen as representing, the school.

Breach of any relevant laws, such as the drink/driving regulations, whilst engaged in the work of the school will result in action in accordance with the school's Conduct Procedures.

Staff members whose work at the school requires that they drive school vehicles (drivers), whether on a regular or occasional basis, will be required to participate in the school's random alcohol testing measures. All Drivers will be asked to confirm that they have understood the guidance contained in the "Advice for Talbot Heath Drivers" which is based on "**drinkaware**" advice (www.drinkaware.co.uk).

The consumption of alcohol, unless permission has been given by the Head, is prohibited whilst staff members are engaged in the work of the school. Whilst the school considers it appropriate to refrain from consuming alcohol during working hours, this does not preclude a staff member from consuming some

alcohol during meal breaks away from the school premises. However, any subsequent evidence of intoxication may result in action in accordance with the school's Conduct Procedures.

Any staff member discovered to be attending work under the influence of illegal drugs, or in possession of an illegal substance will be subject to action in accordance with the school's Conduct Procedures.

Any staff member found in possession of, consuming, selling or distributing illegal drugs on school premises will be reported to the Head. This may result in action under the school's Conduct Procedures and may result in summary dismissal. The police would be informed.

Any staff member who is at any time convicted of the possession, sale or distribution of drugs, on or off school premises, shall be deemed to have breached their terms and conditions of employment. Such actions may result in action under the school's Conduct Procedures and may result in summary dismissal.

2. Support

2.i If a staff member volunteers that they have an alcohol, drug or substance misuse problem,

- **either** where there has been no evidence of unsatisfactory performance, behaviour or conduct
- **or** during any investigation or hearing under the Conduct Procedures or Performance Improvement Procedures (whether alcohol, drug or substance misuse was suspected or not)

the school may consider it appropriate to provide the staff member with support and medical guidance. This action may form part of the "support" provided under the terms of the Performance Improvement Procedures or may be taken into account under the school's Conduct Procedures.

During any period where support and medical guidance is being provided by the school, the staff member's employment will be protected, provided that:

- the staff member conforms fully with all advice and medical guidance given and
- the staff member maintains an agreed and satisfactory level of work, performance, conduct and attendance.

If a staff member reverts to alcohol, drugs or substance misuse after an initial period of support and medical guidance, the school may consider this as a conduct issue requiring action in accordance with its Conduct Procedures.

Refusal to conform fully to advice and medical guidance given may, in itself, be considered to warrant action in accordance with the school's Conduct Procedures.

2.ii Where the school has reasonable grounds to suspect that unsatisfactory performance or conduct is attributable to alcohol, drug or substance misuse, but the staff member does not admit it, s/he may be asked to attend a medical examination with a doctor nominated by the school. In such circumstances, the nominated doctor will only consider health issues relating specifically to any suspected drug, alcohol or substance misuse. Attendance will be voluntary, but it will be emphasised that it is in the best interest of the staff member that the school is made aware of all relevant information which could impact on performance, conduct (including behaviour) and attendance.

Where the doctor confirms that alcohol or drug/substance misuse is a likely factor in the unsatisfactory performance, conduct or attendance, the school will take this into account when taking any action under the Conduct Procedures or Performance Improvement Procedures and, where appropriate, provide support in accordance with paragraph 2i

If a staff member refuses to attend a medical examination, the unsatisfactory performance or conduct will be dealt with in accordance with the school's Conduct Procedures or Performance Improvement Procedures and any reasonable and justified concerns held by the school may be taken into account.

3. Prescription medicine

It is the responsibility of the staff member to obtain advice on the possible side effects of any medication they are prescribed and to report appropriately to the school to ensure Health and Safety requirements are met and any necessary adjustments to a staff member's working environment are made. Advice regarding medication should be obtained from the staff member's own GP.

It is also the responsibility of the staff member to ensure the safe and secure storage of any medication they are prescribed which, at all times, shall be inaccessible to pupils and colleagues at the school.