



Hemingford Grey
SCHOOL

Substance Misuse Policy

Date policy was last reviewed and approved:

JULY 2017

SUBSTANCE MISUSE POLICY

The School is committed to providing a safe, healthy and productive working environment for all our staff, students and visitors. This includes ensuring that all staff are fit to carry out their jobs safely and effectively in a working environment which is free from alcohol and drug misuse.

This policy applies to employees of the School and does not form part of any employee's terms and conditions of employment. It is not intended to have any contractual effect. The School reserves the right to amend this policy at any time.

You are expected to arrive at work fit to carry out your job and to be able to perform your duties safely without any limitations due to the use or after effects of alcohol or drugs (whether prescribed, over the counter or illegal).

The School will not accept employees arriving at work under the influence of alcohol or drugs, and/or whose ability to work is impaired in any way by reason of the consumption of alcohol or drugs, or who consume alcohol or take drugs (other than prescription or over the counter medication, as directed) on our premises.

This policy is principally intended to deal with alcohol and drug problems which, in the context of this policy are any drinking or taking of drugs, whether intermittent or continual, which interferes with work performance in relation to attendance, efficiency, productivity or safety.

This policy is not intended to apply to "one-off" incidents or offences caused by alcohol or drug misuse at or outside work where there is no evidence of an ongoing problem, which may damage our reputation, and which are likely to be dealt with under the School's Disciplinary Policy and Procedure.

You must not drink alcohol during the normal working day, at lunchtime or at other official breaks. Drinking alcohol while at work without authorisation or working under the influence of alcohol may be considered serious misconduct.

The School expects you to demonstrate responsible behaviour at work, work-related functions and work-related social events and to act in a way that will not have a detrimental effect on the School's reputation. If you represent the School at external events where alcohol is served, you are considered to be "at work" regardless of whether you do so outside normal working hours. Consequently, the School will expect you to remain professional and fit for work at all times.

Line Managers and Headteacher should act to prevent excessive consumption of alcohol by any employee and should take steps to deal with any unacceptable conduct that occurs at such functions. Any such behaviour may lead to disciplinary action.

The School expects all of its employees to comply with the drink-driving and drug-driving legislation at all times. The School's reputation will be damaged if you are convicted of a drink-driving or drug-driving offence and, if your job requires driving any School vehicle and you lose your licence, you may be unable to continue to do your job. Committing a drink-driving or drug-driving offence outside or during working hours or while working for the School may lead to disciplinary action and could result in dismissal in accordance with the School's Disciplinary Procedure.

If you are prescribed medication you must seek advice from your GP or pharmacist about the possible effect on your ability to carry out your job and whether your duties should be modified or you should be temporarily reassigned to a different role. If so, you must tell your Line Manager or Headteacher without delay.

Searches

The School reserves the right to conduct searches for alcohol or drugs, including, but not limited to, searches of lockers, filing cabinets and desks which are on its premises.

Any alcohol or drugs found as a result of a search will be confiscated and disciplinary action may result.

Drug and alcohol screening

The School reserves the right to conduct drug and alcohol screening in cases where there is reasonable cause to suspect that an individual's performance is impaired as the result of drug or alcohol misuse.

Drug and alcohol screening will be conducted by an external provider. Arrangements will be discussed with affected employees.

Confidentiality

The School aims to ensure that the confidentiality of any employee experiencing alcohol or drug-related problems is maintained appropriately by Line Managers, Heads of Department and members of the Senior Leadership Group and, where it is necessary to

inform them, colleagues. However, it needs to be recognised that, in supporting staff, some degree of information sharing is likely to be necessary.