

Primary Learning Trust (PLT)

...where everyone flourishes!



Substance Abuse and Misuse Policy

Primary Learning Trust
Ryders Hayes School
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Mission: to educate all our primary children for life, inspired by expert professionals, in a place *where everyone flourishes!*

Vision

- A family of schools, proud to be working together as one entity, in the right conditions for deep and purposeful **collaboration**
- To **belong** to a great place to learn, work and grow.
- To improve and sustain high educational standards across the Trust, through **evidence-informed** practice.
- To continuously improve teaching and learning, ensuring that every pupil has the best possible education.
- To hold trust on behalf of our children, achieving the best for and from our people, so that everyone can **flourish**.
- To empower our children and our people to create a better future.
- To advance the education system, as part of our civic duty, for the wider public benefit

Values

- **Belonging:** where all our people feel connected, valued, trusted and fulfilled, with a shared purpose to achieve excellence, in a place of psychological safety.
- **Flourishing:** where all our people thrive and continue to grow through the development of their intellectual potential and live well, building strong relationships as well-rounded human beings.
- **Collaboration:** by design, to ensure that all our people are supported and openly share ideas and practice; that no school - no child - is left behind, building together the pipeline that develops the next generation of leaders, global citizens, influencers and innovators.
- **Evidence-informed:** conceptual models of quality and improvement that can be shared and embedded. Deliberate and intentional knowledge-building to create expertise through cultures and communities of improvement, using the active ingredients of professional development.

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1 Introduction

- 1.1 The Trust is committed to providing a safe and healthy work environment for all employees, so they are able to carry out their jobs safely and effectively.
- 1.2 All employees are expected to arrive at work fit to carry out their jobs and be able to perform their duties safely without any limitations due to the use or after effects of alcohol or drugs (whether prescribed, over the counter, legal highs or illegal substances). Misuse of alcohol and drugs can lead to increased absences, reduced performance, impaired judgement and decision making, damage to relationships and increased health and safety risks, not only for the individual but also for our pupils and colleagues. Irresponsible behaviour resulting from the misuse of alcohol or drugs may also damage pupil outcomes and the schools reputation.
- 1.3 This policy does not form part of an employee's contract of employment and may be amended following a period of consultation.

2 Scope and purpose of policy

- 1.4 This policy covers all employees of The Trust.
- 1.5 The purpose of the policy is to set out the rules and arrangements for managing alcohol and drug related issues. The policy sets out what action school will take and/or support offered to employees where alcohol and drug related problems are affecting their health, attendance, safety and work performance¹. Managers will make a judgement about whether an employee is deemed to be under the influence of alcohol or drugs affecting performance.
- 1.6 The aim of implementing this policy is to ensure all employees are:
 - 1.6.1 aware of their responsibilities regarding alcohol and drug misuse
 - 1.6.2 encouraged to seek help, in confidence, at an early stage
 - 1.6.3 dealt with sympathetically, fairly and consistently
 - 1.6.4 clear about what action will be taken to ensure the safe and efficient running of the school.

3 Identifying that there is a problem

- 1.7 Managers have a role to play in identifying problems at work that are being caused or contributed to by alcohol or drug misuse. Where there is considered to be deterioration in work performance and/or changes in patterns of behaviour which may be due to alcohol or drug misuse, managers should take action and also seek advice from a senior leader .
- 1.8 If an employee arrives at work and a manager reasonably believes that they are under the influence of alcohol or drugs, the employee shall immediately be taken to a quiet office so that an investigation of the circumstances can be undertaken.
- 1.9 Employees should not attempt to cover up for a colleague whose work or behaviour is suffering as a result of an alcohol or drug-related problem. Instead they should encourage their colleague to seek assistance through their manager or if they will not, the employee should raise it themselves with their own manager.

¹ It does not 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 our Disciplinary Procedure.

- 1.10 An employee who believes they have an alcohol or drug-related problem, should seek specialist advice and support as soon as possible.
- 1.11 External sources of support are available – further advice can be obtained from Head of School or The Safeguarding and Pastoral Leader.

4 Rules on alcohol and drugs at work

- 1.12 Employees are not allowed to drink alcohol during the normal working day, at lunchtime, at other official breaks and at official work-based meetings. Drinking alcohol while at work without authorisation or working under the influence of alcohol may be considered serious misconduct. Employees are required to demonstrate responsible behaviour at work-related functions and work-related social events and to act in a way that will not have a detrimental effect on our reputation.
- 1.13 School expects all employees to comply with the drink-driving legislation at all times. Committing a drink-driving offence outside or during working hours or while working for school may lead to action under our Disciplinary Procedure and could result in dismissal.
- 1.14 The Trust may occasionally arrange school social functions. If an employee attending such a function behaves inappropriately or brings the school into disrepute due to their actions, following the consumption of alcohol/drugs, then the conduct may be regarded as taking place in the workplace and as a result disciplinary action may be appropriate.
- 1.15 When attending school trips including residential visits either in this country or abroad, employees are considered to be working and so the consumption of alcohol is not permitted. However during longer-term residential visits [more than two nights], “off-duty” time may be agreed by the party leader and during this time, alcohol may be consumed as long as it does not impact on the employee’s ability to make professional decisions should they be required to be “on-duty”. Employees should not drink alcohol in front of the children even if deemed to be “off-duty”. The party leader reserves the right to prevent any alcohol consumption by employees on a trip should it be deemed necessary to ensure the safety and welfare of all those on the trip. Inappropriate behaviour on trips may result in disciplinary action.
- 1.16 If an employee is prescribed medication, they must seek advice from their GP or pharmacist about the possible effect on their ability to carry out their job and whether their duties should be modified. If so they must tell their line manager without delay.

5 Searches

Where the school has reasonable suspicion that a member of staff has prohibited goods on school property, the School/Trust reserves the right to conduct searches for alcohol or drugs, including, but not limited to, searches of lockers, cupboards, filing cabinets and desks, packages sent to our address which are on school premises.

Any alcohol or drugs found as a result of a search will be confiscated and action may be taken under the Disciplinary Procedure.

If you are found in possession of illegal drugs during your working hours, or at a work-related event, we will report the matter to the police.

6 Management and Support of substance abuse problems

- 1.17 When a problem affecting conduct or performance is first identified, the employee will be invited to a disciplinary investigation meeting with their manager. The purpose of the meeting is to discuss concerns, establish the facts and seek their employee's views on, for example, the deterioration of work performance and/or behaviour.
- 1.18 Alcohol and drug-related problems may develop for a variety of reasons and over a considerable period of time. Therefore school will seek, where appropriate, to treat these problems in a similar way to other health issues. Support may be provided at this point, in order to aid a full recovery, allowing a return to work/effective performance and the full range of duties. The manager may decide to offer a referral to the Occupational Health Service for medical and/or specialist advice before deciding what further action to take. Other support that could be offered includes:
- 1.18.1 time off work to attend treatment as recommended by the Occupational Health Service
 - 1.18.2 adjusting duties or other support as recommended by the Occupational Health Service during treatment and for an agreed period thereafter, subject to operational requirements and feasibility.
- 1.19 If, having acknowledged an alcohol or drug-related problem, the employee undertakes treatment and/or rehabilitation, the school may decide to suspend the disciplinary process, pending the outcome of the treatment.
- 1.20 If, as the result of the investigation meeting, the manager continues to believe that the employee is suffering the effects of alcohol or drugs misuse but the employee refuses an offer of referral or support, the disciplinary process will continue.
- 1.21 If an employee does not finish a programme of treatment because they stop attending or the recovery and return to work does not happen as anticipated at the outset of a course of treatment, the manager may reinstate the disciplinary process.
- 1.22 Where performance and/or conduct does not improve or continues to deteriorate despite support, the school will take disciplinary action.

7 Vaping

1.23 Smoking or vaping is NOT permitted in any part of the school premises, within the entrance area to the school or on land adjacent to the school building (car park, garden areas, walkway, etc.) where this forms part of the school premises. There are NO designated smoking areas provided within the school premises.

1.24 The school's disciplinary procedure will apply for dealing with employees who breach this at work.

1.25 This will apply to all activities held in the school including before and after school sessions and any meetings organised which are attended by school employees as part of their work and/or visitors to such meeting/events.

1.26 This will apply to all residential trips and the accommodation used. Pupil safety will be paramount, and support will be provided to those who are addicted to nicotine during the trip.

1.27 Any pupils found in possession of cigarettes or smoking /vaping paraphernalia (such as lighters and electronic cigarettes) will have these confiscated

1.28 The charging of any vape/electronic cigarette on school premises will not be permitted

1.29 Parents and carers will be informed if their child breaches this policy where there are no safeguarding concerns.

1.30 Any parent or carer seen vaping on the school site will be required to meet with senior leaders. Should repeated incidents occur this may result in a ban from the school premises.

8 Confidentiality and data protection

We aim to ensure that the confidentiality of any employees experiencing alcohol or drug-related problems is maintained appropriately by managers, where it is necessary to inform them, colleagues. However, it needs to be recognised that, in supporting employees, some degree of information sharing is likely to be necessary. As part of the application of this policy, the Trust may collect, process and store personal data and special categories of data in accordance with our data protection policy. We will comply with the requirements of the **Data Protection Legislation** (being (i) the General Data Protection Regulation ((EU) 2016/679) (unless and until the GDPR is no longer directly applicable in the UK) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then (ii) any successor legislation to the GDPR or the Data Protection Act 1998, including the Data Protection Act 2018). Records will be kept in accordance with our [Workforce Privacy Notice], our [Retention and Destruction Policy] and in line with the requirements of the Data Protection Legislation.

9 Monitoring and review

This policy is reviewed and amended every 3 years by The Trust in consultation with staff and the recognised trade unions. We will monitor the application and outcomes of this policy to ensure it is working effectively.