

Alcohol and Drugs Policy

December 2016 – December 2019

Purpose

Being under the influence of alcohol and drugs can seriously impair an individual's judgement and reactions leading to an increased risk of accidents and injuries. The aim of this policy is ensure the safety of all employees, workers, students and visitors by having clear rules in place regarding the use and possession of alcohol and drugs.

Principles

- All employees of the Multi Academy Trust will be treated consistently and fairly in line with this policy.
- The rules on alcohol and drugs will be strictly enforced
- Those who admit to having a problem with alcohol or drugs shall be fully supported by their line manager but the safety of students will be a priority at all times.
- Employees with an illness related to alcohol or drugs are encouraged to disclose this at the earliest opportunity to ensure support and help with treatment
- All matters concerning alcohol and drugs shall be treated as confidential
- This policy is designed to comply with relevant legislation such as the Health and Safety at Work Act 1974 and the Misuses of Drugs Act 1971.

Scope

- The Multi Academy Trust Alcohol and Drugs policy applies to all employees.
- The rules laid out in this policy apply to all employees' workers and contractors.
- Misconduct in relation to alcohol and drugs will be dealt with in relation to the disciplinary policy
- Poor performance in relation to alcohol and drugs will be dealt with in line with the staff code of conduct.
- Problems with attendance or a long-term alcohol/drugs related illness will be managed in line with the promoting health at work policy and staff code of conduct.

Rules

The Multi Academy Trusts policy is that during working hours and whilst on work premises employees must be free from the influence of drugs or alcohol.

No employee, worker or contractor will:

- Report or try to report for work when unfit, in the reasonable opinion of management, due to alcohol or drugs (whether illegal or not) or to substance abuse.
- Be in possession of alcohol or illegal drugs in the work place.
- Supply others with illegal drugs in the workplace.
- Consume alcohol or illegal drugs or abuse any substance whilst at work.

In addition, employees, workers or contractors must:

- Ensure they are aware of the side effects of any prescription drugs
- Advise their line manager or member of the management team immediately of any side effects of prescription drugs, which may affect work performance or the health and safety of themselves or others. For example drowsiness.

Contravention of these rules is gross misconduct and the Multi Academy Trust will take disciplinary action for any breach, which may include summary dismissal. In the case of agency workers or contractors, services may be terminated immediately.

In addition, possession of or dealing in illegal drugs on Multi Academy Trust premises will, without exception be reported to the Police.

This policy also includes functions and events where the employee is representing the Multi Academy Trust.

Help and Support

The Multi Academy Trust will endeavour to ensure that advice and help are made available to any employee who feels they have a problem with alcohol or drug misuse. In the first instance, individuals will be encouraged to seek help from their General Practitioner.

Under these circumstances and with the employees consent a referral will be made to the Occupational Health service. It may be necessary to request that the employee refrains from work temporarily, or undertakes restricted duties to ensure their own safety and that of others. The Multi Academy Trust may also allow additional time off (normally unpaid) for employees to obtain treatment or attend support groups.

Any employee who seeks the assistance of the Multi Academy Trust in finding treatment for a drugs or alcohol problem has the Multi Academy's complete assurance of confidentiality.

Some useful links to websites are provided below

Alcoholics Anonymous

Telephone – 0845 769 7555

www.alcoholics-anonymous.org.uk

ACAD

(Advice and Counselling on Alcohol and Drugs)

www.acad.org.uk

FRANK

Telephone 0800 776 600 (24 hours)

www.talktofrank.com

NHS

(information and advice from the National Health Service)

www.nhs.uk