



RALEIGH
LEARNING TRUST
raising aspiration, transforming lives

WESTBURY ACADEMY

Alcohol and Drug Policy

Approved September 2019 Principal Date: September 2019

Approved September 2019 Trust Chair Date: September 2019

To be reviewed: September 2020

Rationale

The Academy recognises its obligation under the Health and Safety at Work Act of 1974 to ensure, so far as is reasonably practicable, the mental and physical well-being at work of its employees. The Academy also draws to the attention of its employees their individual responsibility under the Act to take reasonable care for their own health and safety and for those who may be affected by their acts or omissions whilst at work.

This policy links to our school policy on Health and Safety.

Statement of Policy

The Academy recognises that alcohol and substance abuse is a major health and social concern that should be treated in a constructive and confidential manner. It believes that early identification and appropriate treatment is the most effective way of dealing with such abuse. The Academy aims to work with employees, assisting those affected to acknowledge the problem, and to encourage employees who recognise that they may have a problem to voluntarily seek advice and help.

Employees must not consume alcohol, or any substance that may impair their capability or judgement during their working day.

Guidelines

- Employees who are:
 - a) responsible for hazardous works or systems, those directly responsible for youth or elderly supervision and care or those operating or supervising the operation of vehicles and/or machinery where it is suspected that their work is impaired as a result of sporadic, irregular, negligent or deliberate misuse of alcohol or any other substance:
 - b) convicted of alcohol or any other drug related offence:

must not exhibit alcohol levels above the legal drink drive level or any metabolic trace of non-prescribed drugs during their working day. Those who are suspected of reduced competence due to drug or alcohol misuse will be immediately suspended on full pay, and referred to the Occupational Health Physician for medical determination of fitness to work.

- Individual responsibility

It is important that employees accept that drinking within reasonable norms can be differentiated from a condition that requires help, and that possession and supply of controlled drugs could constitute a criminal offence. Employees who suspect, or know that they have an alcohol or substance related problem, are encouraged to seek help and treatment voluntarily either through their own GP, the Councils' Occupational Health Service or through resources of employee's own choosing.

If any employee, due to their medical condition, is prescribed medication of a stimulant or sedative nature s/he is required to inform the Principal, depending on the nature of the employee's duties. Medical advice may be sought from the Occupational Health Physician about their fitness to perform their normal duties.

- Managerial responsibility

Managers should neither seek to, nor be expected to, diagnose drug or alcohol dependency or abuse, or to recommend treatment. Only those medically qualified to do so should make an assessment. In such cases employees should be suspended on full pay and referred to Occupational Health for assessment.

Employees will be granted, if necessary, leave to undergo treatment. This treatment will be treated as sick leave within the terms of the appropriate sick pay scheme. The Occupational Health Service will monitor the medical progress of the treatment.

On returning to work following a period of treatment, the employee will normally return to the same job. This may not be the case where, on the advice of the Occupational Health Physician the effects of the alcohol/substance abuse problem make it impossible for the employee to resume the same 'job' or where resumption of that job would be inconsistent with the long term resolution of the employees' alcohol/substance problem. In this case alternative employment opportunities within the Council will be explored.

- Refusal of assistance

Should an employee refuse or discontinue any programme of assistance, then any unacceptable behaviour or inadequate standard of work will be dealt with through the Capability, Disciplinary or Ill-health Procedure as appropriate.

- Confidentiality

The confidential nature of any records with an alcohol, drug or other substance related problem will be strictly preserved.

This policy is written in conjunction with BANES Alcohol and Drug Policy

Alcohol and Drugs Policy response with regards pupils

1) Bringing drugs or alcohol onto the premises

Any pupil who has brought any of these items onto the premises will have them confiscated and parents will be informed. The incident will be logged and shared with the safeguarding team, who will respond accordingly. Also if the Senior Management team feel that there is sufficient concern police will also be informed.

2) Attempting to sell either on the premises or after school

If staff have evidence that this has occurred or was going to occur they must inform the Senior Management team immediately. The pupils will then be isolated, parents and the police will be informed,

as will the safeguarding team. The pupil will have the items confiscated and the Senior Management team will determine how serious the issue is. The Senior Management team will then decide what further responses or actions they will take. For example exclusion – either internally or external.

3) Pupils arriving under the influence of alcohol or drugs

If staff suspect that a pupil has arrived in this condition then they should share their views with the Senior Management team (SMT). At that point the SMT should observe the pupil themselves and/or their clothing to make an informed decision. If they are unsure they should continue to monitor the pupil as the day proceeds. If SMT suspect the pupil has taken anything prior to their arrival in school then they should respond by either internally excluding the pupil and informing parents and the safeguarding team of their suspicion. If SMT are sure that a pupil has taken anything prior to their arrival then parents and the safeguarding team must be informed and the pupil must be sent home. Prior to their return to school the pupil and parents must have a meeting to discuss this issue.