



Alcohol and Substance Misuse Policy

Recognised unions were consulted by Unity Schools Partnership through the JCNC on this document and it was accepted by the Samuel Ward Academy Trust Board on 10 June 2015 and approved again	25 th September 2018
Review date:	September 2021

Table of contents

Section	Page
Aims of the policy	3
Roles and responsibilities	3
Definitions	3
Identifying the problem	4
Problems relating to alcohol and substance misuse	4
Dealing with incidents of alcohol and/or substance misuse.....	4
Sources of further advice and support	5
Appendix 1 summary of support process	6

1. Aims of the policy

The Trust is concerned to provide a safe and healthy working environment. It recognises that this can be put at risk by staff who misuse alcohol and / or other substances. This policy, which applies to all employees, officers, consultants, contractors, volunteers, casual and agency workers therefore aims to:

- a) promote the health, safety and well-being of all members of staff and to minimise problems at work arising from alcohol or other substance misuse
- b) make known to staff the harmful effects of the excessive consumption of alcohol or use of other substances, whether illegal or legal;
- c) encourage safe and sensible drinking habits;
- d) identify staff with possible problems arising from alcohol or substance misuse an early stage, offer guidance and actively encourage them to seek appropriate help;
- e) offer staff known to have alcohol or substance misuse related problems affecting their work, referral to an appropriate agency for assistance;
- f) provide necessary training and information for staff having roles to perform under the policy.
- g) support those members of staff who recognise that they need help in overcoming substance misuse; but take prompt formal action against those members of staff whose conduct and / or capability are adversely affected by substance misuse but who refuse help.

2. Roles and Responsibilities

- 2.1 The Trust has overall responsibility for the implementation of the Alcohol and Substance Misuse Policy. This policy does not form part of any employee's contract of employment and, following due consultation, the Trust may amend it at any time
- 2.2 Headteachers and Principals, or their senior staff, will have the main responsibility for identifying employees who may need help because of the effect of alcohol and/or substance misuse on their work performance.
- 2.3 Individual members of staff have a legal responsibility to take reasonable care of themselves and others who could be affected by what they do at work. Staff members should not enter the workplace under the influence of alcohol or other substances, or consume alcohol or use other substances (other than prescription or over the counter medication, as directed) on the Trust premises. Individuals prescribed medication must seek advice from their GP or pharmacist about the possible effect on their ability to carry out their job and whether any temporary adjustment to duties might need to be considered, and share relevant information with their line manager.

3. Definitions

- 3.1 For the purposes of this policy, alcohol and substance misuse are defined as:
 - 3.1.1 **Alcohol misuse** refers to a level of drinking which either persistently affects an individual's work or affects it on a 'one off' or occasional basis
 - 3.1.2 **Substance misuse** refers to the use of illegal drugs and their misuse, whether deliberate or unintentional, of prescribed drugs, and substances such as solvents.

4. Identifying the problem

- 4.1 The workplace provides an obvious opportunity to see the actual symptoms in the person who is at risk from excessive drinking and/or substance misuse, whether these are physical or other latent signs.

5. Problems related to alcohol and substance misuse

- 5.1 The following have been identified as inherent problems when dealing with alcohol abuse, although this is not an exhaustive list:
- (a) difficulty of early detection;
 - (b) stigma associated with alcohol abuse;
 - (c) powerful nature of the dependence;
 - (d) deep seated feelings of guilt, shame and hopelessness of the individual;
 - (e) lack of procedures for referral to treatment and help.
- 5.2 The above factors often combine to encourage the individual to deny the existence of a problem and therefore to resist any support or treatment.
- 5.3 However, places of employment provide a good setting for overcoming the obstacles listed in 5.1 above because it has been shown that, as with other dependency problems (e.g. drugs, etc), employees abusing alcohol and/or substances develop a deteriorating pattern of work performance which eventually becomes apparent to an alert colleague.
- #### **6. Dealing with incidents of alcohol and/or substance misuse**
- 6.1 Take immediate HR advice. Each case will need to be judged on an individual basis depending on the circumstances including the balance between offering support and taking disciplinary action.
- 6.2 Discuss the matter with the member of staff as soon as possible and keep a clear record of the discussion.
- 6.3 Consider a referral to the occupational health service and encourage the individual to seek further support, e.g. from their GP, from the school's well-being programme and from their professional association
- 6.4 Members of staff who suspect, or know, that they have an alcohol and/or substance misuse problem are encouraged to seek help and treatment voluntarily. Many well-being schemes include access to confidential counselling and the employee should be actively encouraged to explore such support. Without prior commitment, the Local Governing Body may consider meeting part or all of the costs of counselling and other services employed. Any time off work for help and treatment under the policy will be regarded as sick leave in accordance with the appropriate Conditions of Service.
- 6.5 Members of staff who decline to seek treatment, or to accept referral for diagnosis and/or treatment, or who discontinue a course of treatment before its satisfactory completion, and who are observed under monitoring to continue to produce an unsatisfactory work performance, or to

commit acts of misconduct, may become subject to proceedings under the school's disciplinary procedure.

- 6.6 The procedure set out above does not apply to employees who, following the misuse of alcohol and/or other substances, behave in an unacceptable manner contrary to the standards of safety or conduct required by the Trust . Such cases will fall within the scope of the school's normal disciplinary procedure.
- 6.7 The confidential nature of any individual's records will be respected by those involved in the use of this policy.
- 6.8 A flow chart of the support process is set out in Appendix 1.
7. **Sources of further advice and support**

Occupational health services (including management referrals and wellbeing service):

Maitland Medical Service Limited
Milestones
Royal Parade
Chislehurst
Kent
BR7 6NW
Tel: 020 8295 8250
Web: <http://maitlandmedicaloccupationalhealth.com/>

National Drugs Helpline <http://www.nhs.uk/Livewell/drugs/Pages/Drugtreatment.aspx>

National Alcohol Helpline <http://www.nhs.uk/Livewell/alcohol/Pages/Alcoholsupport.aspx>

Live Well Suffolk <http://www.livewellsuffolk.org.uk/>

Suffolk Services – information available on the Suffolk Health and Wellbeing Board website
<http://www.healthysuffolk.org.uk/>

Adult drug treatment in Suffolk is provided by CRI <http://www.cri.org.uk/>

Alcohol recovery services are provided by SATS (Suffolk Alcohol Treatment Service)
<http://www.nsft.nhs.uk/Our-services/Pages/Suffolk-Alcohol-Treatment-Service.aspx>

Health & Safety Executive provides information in relation to the workplace
<http://www.hse.gov.uk/alcoholdrugs/>

This policy is not contractual and may be updated from time to time following consultation through the JCNC.

