

Substance misuse Policy

Frequency of Review	Every 3 years
Author	(Judicium) COO
Approved by	CEO
Reviewed	Sept 2024
Date of Next Review	Sept 2027 (unless there is a material change)

Introduction

The Propeller Academy Trust (PAT) applies this policy to all employees of the Trust and its member schools (which will be referred to as “you” and “Employees” in this policy) and does not form part of any employee’s terms and conditions of employment.

This policy is not intended to have any contractual effect and we reserve the right to amend this policy at any time.

You are encouraged to familiarise yourself with this policy and must comply with the rules set out in it. In addition to you, the requirements of this policy must be observed by all workers, agency staff, volunteers, contractors, consultants, and any other individual working for, at or on behalf of, the Trust.

You are our most valuable resource, and your health and safety are of the utmost importance. As such, we are committed to providing a safe, healthy, and productive working environment for all our staff. 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 and which in turn safeguards our students.

For the purposes of this policy the term ‘drug’ includes:

- substances covered by the Misuse of Drugs Act 1971 (referred to as ‘controlled drugs’);
- prescribed and over-the-counter drugs, where these are misused;
- solvents and any other similar substances; and
- psychoactive drugs and new psychoactive substances (formerly known as ‘legal highs’) (even where these may not be banned under the Misuse of Drugs Act 1971).

Aims of this policy

We recognise the impact that both alcohol and drugs may have upon an individual's ability to work safely and correctly and, as such, we aim to ensure a working environment free from the inappropriate use of substances and where its staff are able to carry out their duties in a safe and efficient manner. We recognise that in certain circumstances an alcohol or drug problem can be an illness.

There are often signs that might suggest that someone has a problem. These include:

- a decline in work performance;
- a poor attendance record;
- unreliability;
- unexplained injuries; and/or
- changes in behaviour, such as irritability and lack of concentration.

This policy aims to prevent and treat problems created in the workplace by inappropriate alcohol consumption and drug usage, whether intermittent or continual, in light of the

potential dangers to the health and safety of alcohol and drug users and their colleagues, pupils and wider school community if an alcohol or drug-related problem is untreated.

It is also intended to alert all staff to the risks associated with drinking alcohol and using non-medicinal drugs and to promote good practice and a progressive change of behaviour and attitude concerning use, and to encourage and assist Employees who suspect or know that they have an alcohol or drug problem to seek help and appropriate treatment at an early stage. It also aims to ensure that Employees who have an alcohol or drug-related problem affecting their work are treated sympathetically, fairly, and consistently.

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 will likely to be dealt with under our Disciplinary Policy and Procedure.

Responsibilities under this policy

The Chief Executive Officer (CEO), Chief Operations Officer (COO) and Headteachers have overall responsibility for the operation of this policy. Responsibility for overseeing its implementation has been delegated to the COO (for the Trust Central Team) and Headteachers.

CEO, COO, Headteachers and SLT are responsible for:

- promoting the policy and ensuring its effective implementation;
- ensuring that you understand your responsibilities for action under the policy and for confidentiality, to ensure consistency of approach; and
- undertaking appropriate training when it is provided; and
- being alert to the signs of misuse of alcohol and drugs and deal with individual cases in accordance with this policy.

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 aftereffects of alcohol or drugs (whether prescribed, over the counter or illegal);
- take reasonable care of yourself and others who could be affected by what you do;
- take personal responsibility for your own alcohol consumption and/or drug use; and
- where required, cooperate with the Headteacher/SLT to assist any colleague who has an alcohol or drug use problem.

We will not accept anyone arriving at work under the influence of alcohol or drugs or whose ability to work is impaired in any way by reason of the consumption of alcohol or drugs onto our premises.

Rules on alcohol and drugs

The use of alcohol and drugs can lead to reduced levels of attendance at work, reduced productivity and performance, impaired judgement and decision-making and increased risks to the health and safety of the individual concerned and others.

You are expected to arrive at work fit to carry out your duties and to remain able to perform your duties throughout the working day, without any limitations or impairment due to the use, or after-effects, of alcohol or drugs.

The rules on alcohol and drugs at work are as follows:

- you must not drink alcohol during the normal working day, at lunchtime or at other official breaks. Drinking alcohol while at work or attending work, or working, under the influence of alcohol may be treated as serious misconduct under our Disciplinary Policy and Procedure.
- you are expected to behave in a professional and responsible manner when at work, work-related functions, and work-related social events, including events where alcohol may be served, and to act in a way that will not have a detrimental effect on the Trust's reputation. If you represent the Trust at external events where alcohol is served, you are considered to be "at work" regardless of whether the event is outside normal working hours. Therefore, we will expect you to remain professional and fit for work at all times.
- Headteachers and SLT should act to prevent excessive consumption of alcohol by any member of staff and should take steps to deal with any unacceptable conduct that occurs at such work-related functions and work-related social events.
- Dispensing, distributing, possessing, using, selling, or offering to buy drugs at work is prohibited. Any such activity (including reasonable suspicion of it) on Trust premises will be reported immediately to the police.
- the use of drugs (as defined above) is strictly prohibited at any time when at work, work-related functions and at work-related social events or before or outside work whenever work performance might be affected.
- 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 inform a Trust HR/finance Manager or your Line Manager without delay.
- we expect all of our staff to comply with the drink-driving and drug-driving legislation at all times. Any such activity (including reasonable suspicion of it) will be reported immediately to the police. The Trust's reputation may be damaged if you are convicted of a drink-driving or drug-driving offence and, if your job requires you to drive and you lose your licence, you may be unable to continue to do your job. Committing a drink-driving or drug-driving offence while at work or at any time may lead to disciplinary action and could result in dismissal in accordance with our Disciplinary Policy and Procedure.
- any employee who is found to be in breach of these rules may be liable to dismissal on the grounds of gross misconduct under our Disciplinary Policy and Procedure.

Searches

To assist in the effective implementation and operation of this policy, we reserve the right to conduct a search of your property on Trust premises and/or your workspace and its contents at any time if we believe the rules outlined within this policy are being or have been infringed.

Any search will be carried out in private so far as possible, by the CEO/COO/Headteacher/SLT, with a HR/Finance Manager in attendance to make a video and written record. You may have a witness present.

If you refuse to co-operate with the search procedure, such refusal will be considered non-compliance with the rules outlined within this policy and could lead to disciplinary action under our Disciplinary Policy and Procedure.

Where a search is proposed because we suspect an offence has, or may have, taken place and you refuse to co-operate, we may involve the police, who may undertake their own search.

Any alcohol or drugs found as a result of a search will be confiscated, recorded, and held securely until handed to the police or disposed of, as appropriate. The police will be informed of any illegal substance confiscated.

Confidentiality

We aim to ensure that matters concerning alcohol or drug misuse be kept confidential as far as possible. However, in certain circumstances it will be necessary to inform your Line Manager and our occupational health provider of alcohol/drug issues to enable us to support you appropriately.

If you seek help with a drug or alcohol-related problem directly from a Trust HR/Finance Manager and you wish to keep matters confidential from your Line Manager and colleagues, you should advise the Trust HR/Finance Manager **OR** occupational health provider at the time.

Confidentiality will be respected unless we consider there is reason to believe that this may put you, your work colleagues, pupils, or others at risk. In such circumstances, you will be encouraged to inform your Line Manager and will be given time to do so before the relevant staff contact your Line Manager directly.

Sources of information and support

Information and support are available from a number of organisations, such as:

- Drinkline - a government-funded free service: helpline: 0300 123 1110, website: www.drinkaware.co.uk
- Talk to FRANK - a government-funded free service, previously the National Drugs Helpline, helpline: 0300 1236600; website: www.talktofrank.com

- Alcoholics Anonymous - a self-help group for people who acknowledge they cannot handle alcohol. Services are free. Helpline: 0800 9177650; website: www.alcoholics-anonymous.org.uk
- Narcotics Anonymous - a self-help group for people who want to stop using drugs. Services are free. Helpline: 0300 9991212; website: www.ukna.org
- Cocaine Anonymous - national self-help group specifically for cocaine users. Helpline: 0800 612 0225; website: www.cocaineanonymous.org.uk
- Adfam National - an organisation that works with and on behalf of families affected by drug and alcohol problems. Website: www.adfam.org.uk
- Smartclinic