

Approved by the Governing Body on: 3<sup>rd</sup> October 2016

Date for Review: Autumn 2018

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## OUR LADY IMMACULATE CATHOLIC PRIMARY SCHOOL DRUG AND ALCOHOL MISUSE POLICY

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We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Health and Safety at Work Act 1974
- Employers' Health and Safety Policy Statements (Exception) Regulations 1975
- Safety Representatives and Safety Committees Regulations 1977
- Education Act 1996
- Management of Health and Safety at Work Regulations 1999
- Education (School Premises) Regulations 1999
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- School Premises (England) Regulations 2012
- Children and Families Act 2014

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)
- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE)
- Managing for Health and Safety (HSE)
- Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children

We acknowledge that alcohol, drug and substance misuse is defined as “the intermittent or continual use of alcohol or any drug or other substance which causes detriment to a member of staff’s health, functioning, or performance at work, and which affects efficiency, productivity, safety, attendance, time keeping or conduct in the workplace”.

We recognise we have a responsibility to ensure a safe and healthy working environment for all staff and pupils. We do not condone the excessive and/or inappropriate use of alcohol, or the misuse of drugs/substances, whether illicit or prescribed. We recognise that a safe and healthy working environment is put at risk by employees who use alcohol and other drugs/substances in such a way that their health, work performance, conduct or relationships at work are adversely affected.

We encourage staff with alcohol and drug/substance related problems to seek help voluntarily and we are fully committed to support the member of staff through this process.

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We do not permit any member of staff to be at work if they are under the influence of alcohol (or smelling of alcohol) and drugs. We will take appropriate action through the absence control procedures and the disciplinary process if we judge that absenteeism, presenteeism or misconduct has arisen out of the inappropriate use of alcohol or drugs.

We reserve the right as part of the pre-employment selection process to undertake drug and alcohol screening. We will not interview any candidate whose screening is positive or refuses to provide the appropriate samples.

We reserve the right, and with their permission, to undertake drug and alcohol screening of any member of the present school personnel

We will keep all information regarding a member of the school personnel who has difficulties with alcohol or drugs in the strictest of confidence.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

## Aims

- To protect the health and safety of pupils and school personnel and to help anyone who may be suffering from a drug or alcohol related problem.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

## Responsibility for the Policy and Procedure

### Role of the Governing Body

The Governing Body has:

- appointed a member of staff to be responsible for Health and Safety;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel, visitors and contractors to the school are aware of the seriousness of this policy and comply with this policy;
- support and help any member of staff suffering from alcohol or drug/substance related problems;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;

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- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring all policies are made available to parents;
- responsibility for the effective implementation, monitoring and evaluation of this policy.

## Role of the Headteacher

The Headteacher will:

- ensure the policy is brought to the attention of all new and existing employees;
- not permit any member of staff to be at work if they are under the influence of alcohol (or smelling of alcohol) and drugs;
- take action if a member of the school personnel is identified as having a work problem which may be associated with alcohol or drugs;
- take action if an employee identifies that they have a drink or drugs related problem;
- ensure that the member of staff receives the required help and support;
- keep all information regarding a member of the school personnel who has difficulties with alcohol or drugs in the strictest of confidence;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- make effective use of relevant research and information to improve this policy;
- provide information and training for all school personnel on this issue;
- monitor the effectiveness of this policy by speaking with school personnel;
- annually report to the Governing Body on the success and development of this policy.

## Role of the Health and Safety Representative

The Health and Safety Representative will:

- carry out regular inspections of premises and school activities;
- assist in carrying risk assessments;
- investigate potential hazards, employee complaints, accidents and dangerous occurrences;
- make representation to employers and others on health and safety matters arising;
- provide information and guidance to school personnel;

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- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated governor;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises regarding;
- keep up to date with new developments and resources;
- review and monitor;
- annually report to the Governing Body on the success and development of this policy.

## Role of School Personnel

School personnel will:

- comply with this policy;
- co-operate with any help and support that is offered once a problem has been identified;
- inform the Headteacher or line manager if they taking prescribed medication;
- consider taking part in any drug or alcohol screening;
- seek help if they feel they are suffering from a drug or alcohol related problem;
- encourage employees who they believe to be suffering from an alcohol or drug related problem to seek help;
- be aware of all other linked policies;
- maintain high standards of ethics and behaviour within and outside school and not to undermine fundamental British values;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community.

## Screening for Drug or Alcohol Abuse

The Headteacher will begin the screening process if it is felt any member of the school personnel is suffering from the effects of drug or alcohol abuse by making a referral to occupational health.

## Support and Counselling

School personnel will:

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- be offered a programme of counselling and treatment instead of potential disciplinary action;
- be granted paid leave of absence to undergo treatment and support;
- in consultation with the local authority determine if it is appropriate to continue in their current job role or to consider alternative permanent or temporary employment with the local authority.

## Disciplinary Action

Disciplinary action will be taken if a member of staff suffering from alcohol or drugs related problems:

- continues to behave inappropriately after a programme of support and counselling has been exhausted;
- declines to seek assistance;
- discontinues a course of treatment before completion;
- continues inappropriate use of alcohol and drugs.

## Training

All school personnel:

- have equal chances of training, career development and promotion
- receive training on induction which specifically covers:
  - ◆ All aspects of this policy
  - ◆ Health and Safety
  - ◆ Health and Well-being of School Personnel
  - ◆ Workplace Environment
  - ◆ Risk Assessment
  - ◆ Sharps and Needles
  - ◆ Medical and First Aid
  - ◆ Equal opportunities
  - ◆ Inclusion
- receive periodic training so that they are kept up to date with new information

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- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

## Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

## Raising Awareness of this Policy

We will raise awareness of this policy via:

- the Staff Handbook
- meetings with school personnel
- reports such annual report to parents and Headteacher reports to the Governing Body

## Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

## Linked Policies

Health and Safety

Health and Well-being of School Personnel

Medical and First Aid

Reporting of Injuries, Diseases and Dangerous Occurrences

Risk Assessment

Workplace Environment