





Drugs and Alcohol Policy

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CHAIR OF TRUSTEES:	
CEO:	

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Introduction

This policy has been adopted by the Directing Board of the Eynsham Partnership Academy (EPA) for use in its schools and the central team.

Advice and support on the application of this policy is available from the EPA HR Manager HRManager@epatrust.org

Definitions

The term 'head teacher' has been used throughout this document, however depending on the size and structure of the school this role may be delegated to other members of the senior leadership team or line managers as appropriate.

Consistency of treatment and fairness

The EPA is committed to ensuring consistency of treatment and fairness and will abide by all relevant equality legislation, i.e. Employment Rights Act 1996, Employment Relations Act 1999, Employment Act 2002, Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000, Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002 and Equalities Act 2010.

Particular care should be taken to ensure consistency of treatment and fairness across all of the schools in the trust.

Drugs and Alcohol Policy

Purpose and scope

1. The Eynsham Partnership Academy (EPA) is committed to providing a safe, healthy and effective working environment for the benefit of all employees and to delivering high standards of care and education for all pupils.
2. This policy applies to all employees, volunteers and agency workers.
3. The principles of this policy also apply to staff working for contractors of the EPA, although separate employer policies may also apply.
4. If you have concerns about your own, or someone else's, use of drugs or alcohol, you can speak confidentially and get advice from the EPA's Employee Assistance Programme www.healthassuredeap.co.uk To login to the portal the username is: **IMASS** and the password is: **Group**. Alternatively, speak to your GP.
5. The EPA is responsible for the health and safety of its employees at work and takes positive steps, wherever possible, to support their health and wellbeing in general. Employees should be aware of the personal risks associated with drug and alcohol misuse, but also the risks and impact this can have on others.
6. Employees have a responsibility for their own health, safety and welfare during working hours and outside working hours where the use of drugs and alcohol may affect behaviour and performance at work.
7. The use of alcohol or drugs, whether prescribed or not, must not adversely impact on safety or the workplace, driving or work performance or bring the EPA into disrepute.

Misuse of drugs

8. In this policy the term 'misuse of drugs' encompasses the supply or misuse of over the counter or prescription drugs as well as substance misuse e.g. glue, solvents, etc. and psychoactive substances as defined in the Psychoactive Substances Act 2016.
9. The taking of illegal drugs is a criminal activity and will be treated as such by the EPA. The taking of psychoactive substances is not a criminal activity; however, the use of these substances is not tolerated.

10. The EPA will take immediate action where employees are suspected or found to be involved in illegal activities relating to the use or supply of drugs at work. This would include contacting the Police and taking action under the EPA's Disciplinary Policy.

Alcohol

11. The consumption of alcohol while on duty or on EPA premises is prohibited, with the exception of officially sanctioned work events where alcohol is provided. However, at such events, EPA employees are expected to comply with the standards of behaviour set out in this policy.
12. Consumption of alcohol during lunch/break periods and immediately prior to commencing work is discouraged. Employees are not permitted to consume any alcohol within a public house, social club, restaurant or similar establishment while wearing their work ID badge or otherwise identifiable as an EPA employee.

Use of drugs and alcohol outside work

13. If the use of drugs or alcohol outside work is found to be affecting an employee's attendance or performance at work, then disciplinary action may be taken.
14. If an employee is subject to criminal investigation or proceedings in relation to the use or supply of illegal substances outside work, the implications of this on their employment will be considered, and this may result in disciplinary action.

Common signs of drug or alcohol misuse

15. Indicators of inappropriate drug and/or alcohol use may include lateness, absenteeism, poor work and output, poor appearance and unreliability, the smell of alcohol, poor relations with colleagues, impaired speech, concentration, co-ordination, memory or judgement, and accidents.
16. Where head teachers or managers suspect employees to be under the influence of drugs or alcohol, they should speak to the member of staff promptly and discuss their concerns.
17. Any employee unable to perform their duties as a result of alcohol or drug consumption, will be required to leave work at once. It may be necessary to provide someone to accompany an employee in extreme cases, for example, where their safety is a concern. Investigations will be undertaken to consider whether disciplinary action is necessary. While investigations are carried out the employee may be assigned to alternative work or suspended from duties.
18. If the consumption of drugs or alcohol results in misconduct or incompetence, formal action may be taken.

19. Employees in safety critical jobs such as those working with children, driving vehicles or operating machinery, who are found to be under the influence of drugs or alcohol, will be liable for formal action that may result in dismissal.

Management of drug or alcohol problems

20. Where employees are found to have problems related to drug and/or alcohol misuse, this will initially be treated as a health matter and normal benefits under sick pay provision will apply. In addition, and as far as is reasonably practicable, time off with pay will be given to support the employee to access specialist services and attend any appointments. Proof of appointments may be requested by their head teacher or manager.
21. The EPA will take reasonable steps to support employees to access specialist services. A risk assessment will be carried out and adjustments may be made to the employee's duties e.g. no driving. The responsibility for accepting treatment will remain with the individual employee.
22. Where this policy is not adhered to, or where employees are reluctant or refuse to accept appropriate support, or where a particular incident of misconduct occurs, formal disciplinary action may be considered.
23. The EPA would not normally take action affecting an employee's job for reasons of alcohol and/or drug abuse providing they are receiving treatment and there is a sustained, gradual return to satisfactory work performance within a reasonable time period, and provided that this does not constitute a breach of the law.
24. The head teacher or manager will consult the employee and ask the EPA's Occupational Health Service provider for advice concerning the time period which should be allowed for a return to satisfactory work performance. The Occupational Health Service will be asked to regularly review the progress of employees during and after treatment.
25. The employee will continue to be responsible for his/her work record. If there is no improvement in work performance within a reasonable time period, the normal Disciplinary or Capability procedures will be followed.

Managers' responsibilities

26. Managers are responsible for:
 - ensuring all employees are aware of this policy, their responsibilities and the risks of alcohol and drug misuse
 - setting good standards of behaviour

- ensuring alcohol is not consumed at work; unless officially sanctioned at a work event
- recognising the signs of drug or alcohol misuse
- taking action promptly if they consider that an employee's behaviour or performance at work is affected by the consumption of alcohol or drugs. This may include requiring an employee to refrain from work
- ensuring matters are dealt with sensitively and confidentiality
- advising staff of the sources of help available.

Employee's responsibilities

27. Employees are responsible for:

- familiarising themselves with this policy and complying with the standards expected
- maintaining professional conduct at all times
- avoiding the consumption of alcohol in public places while identifiable as an EPA employee
- ensuring their consumption of alcohol outside work time does not affect their behaviour or performance at work
- speaking to their head teacher or manager immediately, if they suspect a colleague's work is being affected by their use of drugs or alcohol
- seeking support and help for drug or alcohol misuse, particularly where this may be affecting behaviour or work performance
- being aware that some drugs, including prescribed medications, can remain in the system for lengthy periods and can impact on driving, work performance and behaviour. Employees should seek medical advice from their GP and should let their head teacher or manager know immediately if their performance at work is likely to be affected. The manager may wish to seek advice from the EPA's Occupational Health Service.

Advice and support

28. If employees are concerned about a drug or alcohol problem within their workplace, whether their own situation or someone else's, they are strongly advised to seek help and advice to enable advice and practical support to be arranged.

29. The problem should be discussed with their head teacher or manager, who will treat the matter in strict confidence, and may recommend the involvement of the Occupational Health Service and/or an external specialist agency.
30. Information is available from:
- Information about drugs www.talktofrank.com 0300 123 6600 or email frank@talktofrank.com
 - NHS [Alcohol support](#)
31. The EPA is committed to helping staff overcome problems with alcohol and/or drugs in a sympathetic and confidential manner. However, confidentiality cannot be maintained where there is a clear danger to the individual or to others. This may also apply where a criminal act is involved or suspected.

Review of policy

32. We check our policies regularly to make sure they are up to date; the latest version can be accessed from the EPA website.
33. If you have any questions about this policy, contact the EPA HR Manager HRManager@epatrust.org

Other relevant policies

- Driving at work
- Disciplinary
- Dignity at Work
- Health and Safety
- Resolving Grievances

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