

Beaver Road Primary School

Alcohol and Drugs Misuse

Date	Review Date	Coordinator	Nominated Governor
June 2017	June 2018	Director of Finance & Resources	Chair of Governors

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.

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.

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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 work with other schools 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 (School Business Manager);
- 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;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in the development, approval, implementation and review of this policy;
- nominated a link governor to visit the School regularly, to liaise with the Headteacher and the coordinator and to report back to the Governing Body;
- 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;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- take action if a member of the School personnel is identified as having a work problem which may be associated with alcohol or drugs;

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- 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;
- provide information and training for all School personnel on this issue;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy

Role of the Coordinator

The coordinator will:

- 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;
- keep up to date with new developments and resources;
- undertake risk assessments when required;
- review and monitor;
- annually report to the Governing Body on the success and development of this policy

Role of the Nominated Governor

The Nominated Governor will:

- work closely with the Headteacher and the coordinator;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the School is aware of this policy;
- report to the Governing Body every term;
- 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
- implement the School's equalities policy and schemes;
- report and deal with all incidents of discrimination;

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- 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:

- 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

We ensure all School personnel have equal chances of training, career development and promotion.

Periodic training will be organised for all school personnel so that they are kept up to date with new information and guide lines concerning equal opportunities.

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.

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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 School website
- meetings with School personnel
- reports such as reports to the Governing Body

Monitoring the 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. (See Policy Evaluation)

Links

▪ Health & Safety	▪ Risk Assessment	▪ Reporting of Injuries, Diseases and Dangerous Occurrences
▪ Site Manager	▪ Medical & First Aid	▪ Workplace Environment
▪ Health & Well-being of School Personnel	▪ Sharps and Needles	

Headteacher:	David How	Date:	Awaiting Governor Approval
Chair of Governing Body:	Paul Barker-Matthews	Date:	Awaiting Governor Approval

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Initial Equality Impact Assessment

Please complete an initial equality impact assessment once this policy has been customised to suit your purposes.

Policy Title	The aim(s) of this policy	Existing policy (✓)	New/Proposed Policy (✓)	Updated Policy (✓)
Alcohol and Drugs Misuse	<ul style="list-style-type: none"> 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. 		✓	

This policy affects or is likely to affect the following members of the school community (✓)	Pupils	School Personnel	Parents/carers	Governors	School Volunteers	School Visitors	Wider School Community
	Y	Y	Y	Y	Y	Y	Y

Question	Equality Groups															Conclusion														
Does or could this policy have a negative impact on any of the following?	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'yes' or 'not sure'					
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS			Y	N	NS	
		✓				✓				✓				✓				✓				✓				✓			Yes	No
Does or could this policy help promote equality for any of the following?	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'no' or 'not sure'					
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS			Y	N	NS	Y
	✓				✓				✓				✓				✓				✓				✓				Yes	No
Does data collected from the equality groups have a positive impact on this policy?	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'no' or 'not sure'					
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS			Y	N	NS	Y
	✓				✓				✓				✓				✓				✓				✓				Yes	No

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Conclusion	We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.
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Preliminary EIA completed by	Date	Preliminary EIA approved by	Date

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Policy Evaluation				
Points to be considered	Yes	No	N/A	Please supply evidence
• Policy annually reviewed				
• Policy in line with current legislation				
• Coordinator in place				
• Nominated governor in place				
• Coordinator carries out role effectively				
• Headteacher, coordinator and nominated governor work closely				
• Policy endorsed by governing body				
• Policy regularly discussed at meetings of the governing body				
• School personnel aware of this policy				
• School personnel comply with this policy				
• Pupils aware of this policy				
• Parents aware of this policy				
• Visitors aware of this policy				
• Local community aware of this policy				
• Funding in place				
• Policy complies with the Equality Act				
• Equality Impact Assessment undertaken				
• Policy referred to the School Handbook				
• Policy available from the school office				
• Policy available from the school website				
• School Council involved with policy development				
• All stakeholders take part in questionnaires and surveys				
• All associated training in place				
• All outlined procedures complied with				
• Linked policies in place and up to date				
• Associated policies in place and up to date				
A statement outlining the overall effectiveness of this policy				

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