

Grace Academy Coventry

Drugs, Alcohol and Substance Abuse Policy

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Authors	Reviewed by Rhiannon Spear
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Checked by	Unions/Non-Union Reps/Trustees/Personnel Committee
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1. Introduction

The Academy is committed to providing and maintaining a safe and healthy working environment for all employees. It recognises that this can be put at risk by those who misuse drugs, alcohol, or other substances and/or any other addictive behaviour however that has arisen, to such an extent that it may affect their health, safety, performance, conduct and relationships at work, and that of their colleagues. Also employees must remember they will be seen as an example to the students of Grace Academy.

This policy applies to all employees of Grace Academy, contractors, peripatetic staff and volunteers on site or on Academy business.

2. Policy Aim

The purpose of this policy is to:-

- a) minimise problems arising from the effects of drugs, alcohol, substance abuse or addictive behaviour and to promote the health and well-being of employees
- b) recognise that dependency on drugs or alcohol can be treated as a medical condition
- c) provide a framework for early identification of problems relating to the effect of drugs, alcohol, substance abuse or addictive behaviour with proper regard to confidentiality
- d) provide a framework for appropriate support and referral
- e) highlight the use of the disciplinary and attendance and capability procedures in certain circumstances
- f) reinforce the role of employees as examples to Grace Academy students

The policy has been written in the context of wider Human Resource policies and legislative requirements.

Impacts of legally prescribed drugs will be considered on an individual basis and in accordance with other staff policies at the Academy.

3. Definition

Where this policy refers to an employee, this also means all those employed by Grace Academy including contractors, peripatetic staff and volunteers on site, or on Academy business.

“Drug or substance misuse” refers to the misuse of illegal or prescribed drugs, whether deliberate or unintentional. This can also include substances such as solvents.

Alcohol abuse is defined as a level of consumption or intoxication which can be shown to be linked to or adversely affects an individual's performance or service delivery in any way.

Addictive behaviour is a persistent, compulsive dependency on a behaviour or substance.

4. Illegal Drug Taking and Possession

In consideration of The Misuse of Drugs Regulations 2001 and subsequent amendments in 2012 and The Misuse of Drugs Act 1971 it is “an offence to possess, supply or offer to supply or produce controlled drugs without authorisation. It is also an offence for the occupier of premises to permit knowingly the production or supply of any controlled drugs”.

The Academy will not condone illegal acts. Therefore, anyone found in possession, buying or selling illegal drugs including psychoactive substances (so called legal highs) on the Academy’s property constitutes an action of gross misconduct, and they may be suspended from duty immediately until the matter has been satisfactorily concluded, and external advice may be sought. Offences committed outside the Academy’s property may also result in disciplinary action, especially if they bring the Academy into disrepute. Action will depend on the circumstances of the case.

5. Roles and Responsibilities

- a) The Academy does not permit the encouragement to others of misuse of alcohol, drugs or alternative substances that may be abused.
- b) The Academy will encourage a healthy and safe working environment and recognise that staff with drugs, alcohol, substance abuse or addictive behaviour related problems may require counselling or medical help.
- c) Line Managers will monitor the performance and behaviour of employees and look for patterns of absence and deterioration in performance which could be caused by drug, alcohol, substance misuse or addictive behaviour. Line Managers will take reasonable steps to ensure that employees are removed if thought to be under the influence of drugs, alcohol, substance abuse or addictive behaviour. In these instances, line managers will take the appropriate action in line with Grace Academy policies and procedures.
- d) Employees must advise their line manager if they suspect a colleague is suffering from drug, alcohol, substance abuse or an addictive behaviour problem. Employees must not “protect” colleagues by keeping silent. This will ensure that appropriate action is taken. Employees are expected to comply with the general requirements of the policy and encourage the employee to seek assistance from the Principal unless it is a safeguarding issue, when it must be immediately reported to the safeguarding officer.
- e) Further consideration should be given as to the Whistleblowing Policy.
- f) The Principal and the HR department will organise advice, information and (where appropriate) training to assist line managers. The HR department will also liaise with the Occupational Health service and external organisations regarding treatment and assistance where appropriate.

6. The Rules

The effects of drugs, alcohol, substance abuse or addictive behaviour at work can create serious health and safety risks. Therefore, the following rules should be adhered to:

- a) Employees must check with their doctor or pharmacist about the possible side effects of prescribed medications (or over the counter remedies) and their implications on day to day work

activities. Employees must inform their Line Manager of any potential side effects. This is especially important if employees are required to drive, operate machinery or perform any other safety sensitive jobs. Any medication must be kept safely.

- b) Employees must not possess, buy or sell illegal substances at work. These actions will constitute gross misconduct, and employees may be suspended from duty immediately and subject to the Disciplinary Procedure.
- c) All employees are expected to ensure that their personal consumption of alcohol or use of prescribed drugs does not interfere with their ability to perform their duties safely and competently. Being under the influence of alcohol, drugs and/or substance abuse while at work may lead to suspension from employment whilst a disciplinary investigation takes place.
- d) Intoxicating substances such as alcohol may remain in the system for some time and even small amounts can impair performance and jeopardise safety. Employees are responsible for allowing sufficient time for the intoxicating substance to leave their system before reporting for work, this can apply to reporting for work the next day.
- e) To ensure the safety of all students and staff, all Academy employees including those who have a direct or indirect contact with students are forbidden from consuming alcohol during the working day, including breaks.
- f) The use of illegal drugs or the misuse of other drugs or substance abuse is forbidden at any time during the working day, including breaks and if alleged is likely to be investigated under the Academy's Disciplinary Procedures.
- g) Whilst this policy stresses that the consumption of alcohol is not permitted during the working day, there may be circumstances where the consumption of alcohol may be permitted with the permission of the Governing body.
- h) The Governors agree that the employees representing the Academy at any social event or academy trip outside normal working hours are expected to drink responsibly, so as not to damage the Academy's image, and to be able at all times to fulfil their duty of care to their students.
- i) Particular care should be taken when employees will be driving home from such functions so as not to contravene drink-driving legislation.
- j) Any breach of these conditions is likely to be investigated under the Academy's Disciplinary Procedure.

7. Recognising the Problem

Drug, alcohol, substance abuse or addictive behaviour related offences would be dealt with by consideration of the effect upon the individual's ability to perform their role, the effect on other employees, students and members of the public, the issue of safety at work and the issue of public confidence.

If it is thought an employee's performance or behaviour in the workplace is deteriorating due to a drug, alcohol, substance abuse or addictive behaviour related problem, then an early opportunity should be taken to refer the individual by his or her line manager to the Principal.

The emphasis will be on exploring the reasons for the misuse and offering the employee the opportunity of professional advice and help. However, the following must also be considered:

- a) health and safety issues
- b) effect the employee is having on team morale and employee relations including work related issues, including the effect on students
- c) lateness and absenteeism - will be considered under the Attendance policy
- d) operational difficulties and conduct at work - may be considered under the Disciplinary Procedure or Capability Procedures
- e) the appropriateness of a referral to Occupational Health service

8. Help

Any employee who believes they may have a drug, alcohol, substance abuse or addictive behaviour related problem is encouraged to talk to the Principal or HR at any time. This is so that guidance on help and treatment may be sought before health, performance, or employment is affected. If an employee requires absence from work for treatment or assistance it will be regarded as normal sickness absence.

If the employee does not want to discuss the issue internally then external sources of assistance are available. Useful contacts are listed in section 15 of this policy.

If an employee is absent from work for treatment, the Academy will try to ensure that an employee returns to his/her normal job after the completion of treatment. In those cases where this is not advisable because of the individual's state of health, or a return to the former job may jeopardise recovery, or safety may be compromised, the Academy will make every effort to find suitable alternative employment.

9. Disciplinary Action

Drugs and alcohol use, substance abuse or addictive behaviour may result in misconduct or performance issues at work. Depending on the circumstances and/or severity of the situation, a decision will be made on whether or not to take appropriate disciplinary action against the employee. The consumption of alcohol on duty may constitute gross misconduct and all staff must ensure they are aware of the Academy's rules in this respect. Grace Academy reserves the right to arrange for the employee to be escorted from the premises immediately or be sent home.

10. Treatment

The decision to undergo treatment for drug, alcohol, substance abuse or addictive behaviour is the responsibility of the employee. No employee will be forced to accept assistance, but employees must understand the possible consequences of failure to seek help. In such circumstances, performance or attendance problems will be dealt with under disciplinary or attendance policies.

If a drug, alcohol, substance dependent, or addictive behaviour employee refuses or fails to complete treatment or subsequently relapses and continues to have poor attendance or poor work performance, they will be dealt with by the disciplinary procedures in relation to capability and conduct. The Attendance policy will be applied in terms of attendance issues (see Section 7).

Dismissal action may be taken in cases of gross misconduct.

11. Driving Bans

Special considerations will apply where employees, who are required to drive as part of their conditions of employment, are disqualified from driving as a result of a drink or drugs related offence. In these circumstances the Academy will consider reasonable alternative arrangements to ensure that the full range of duties can still be performed. However, in these circumstances travel to and from work remains the employee's responsibility. If alternative arrangements cannot be made, the employee's contract may be terminated. Consideration should be given as to the Minibus Procedures where applicable.

12. Safeguards

Any employee who is identified as having a drug, alcohol, substance abuse or addictive behaviour problem will be encouraged to seek help on the understanding that:

- they have the same rights to confidentiality as all employees (subject to the provision of the law).
- any absence from work will be dealt with in accordance with the Attendance Policy
- the Principal will keep the case under review and will liaise with HR, who will liaise with the Occupational Health service and specialist care to ensure continuity of care

13. Monitor and Review

The policy will be monitored and reviewed in consultation with recognised Trade Unions.

14. Useful Organisations

Organisation Name	sias (Solihull Integrated Addiction Services)
Telephone Number	0121 301 4141
Address	Middlewood House, 15 Larch Croft, Chelmsley Wood, B37 7UR
Email	enquiries@sias-solihull.org.uk

Organisation Name	Aquarius CIAS
Telephone Number	0121 622 8181

Organisation Name	Alcoholics Anonymous
Telephone Number	0800 917 7650
Email	mailto:help@aamail.org
Website	http://www.alcoholics-anonymous.org.uk

Organisation Name **Alcohol Change**
Telephone Number 0203 907 8480
Website <http://www.alcoholchange.org.uk>

Organisation Name **Re-solv (Solvent and Volatile Substance Abuse)**
Telephone Number 01785 810 762 (helpline) or 01785 817 885 Text/Whatsapp: 07496 959930
Address 30A High Street, Stone, Staffs, ST15 8AW
Email info@re-solv.org
Website <http://www.re-solv.org>

Organisation Name **GamCare (Gambling Problems: Support and Advice)**
Telephone Number Helpline: 0808 8020 133 Office: 0207 801 7000 (support only)
Email info@gamcare.org.uk
Website <http://www.gamcare.org.uk>

Organisation Name **National Drugs Helpline (Free, confidential, 24 hours a day)**
Telephone Number 0300 123 6600 Text: 82111
Email Click on **email** link on webpage to submit question. The reply will come from frank@talktofrank.com
Website <http://www.talktofrank.com>