



Diocese of Salisbury
Academy Trust

ALCOHOL AND SUBSTANCE MISUSE POLICY FOR TEACHING AND SUPPORT STAFF IN Diocese of Salisbury Academy Trust

1. Introduction

- 1.1 Substance misuse for the purposes of this Policy is defined as the taking of illegal drugs; the misuse of prescription and “over the counter” medication or usage of products with the express intention of causing an altered state of consciousness e.g. aerosols, solvents or lighter fuel.
- 1.2 For the purposes of this Policy, dependency is defined as a mental or physical reliance on alcohol and/or other substances and its withdrawal would result in distress for the individual. Dependency would need to be diagnosed by a Medical Practitioner.
- 1.3 Diocese of Salisbury Academy Trust (DSAT) and its Academy's has a responsibility to ensure a safe working environment for all staff under the Health and Safety at Work Act 1974.

2. Scope

- 2.1 This policy and guidance applies to all DSAT employees. The DSAT Trust recognise the responsibility of both the Local Advisory Board (LAB) and Academy's to provide appropriate support and protection to Academy-based employees.

3. Policy Statement

- 3.1 DSAT Academy's will endeavour to support employees who are dependent on alcohol or misuse substances, as long as it considers that every effort is being made by the employee to reduce that dependency.
- 3.2 DSAT Academy's will endeavour to ensure that employees' use of either alcohol or substances will not impair its safe and efficient running or the health of its pupils or employees. The Academy has a duty under the Health and Safety at Work Act 1974 to provide a safe and healthy working environment and must also comply with the Misuse of Drugs Act 1971. This Act makes it a criminal offence for illegal drugs to be knowingly used, kept or supplied on any of the organisation's premises and for any such activities to be ignored.
- 3.3 Failure to inform the Principal and/or Executive Principal or a member of the senior leadership team of the taking of any medication which may affect performance at work, may lead to disciplinary action.

4. Aims

- 4.1 The aims of this policy and guidance are to;
 - Raise awareness of the problems and risks associated with alcohol and substance misuse and to assist in the identification of individuals who may be experiencing difficulties.
 - Ensure all employees are made aware that DSAT, LAB and the Academy will endeavour to support any individual who is identified as having a dependency on alcohol and/or other substances.

- Make clear that any member of staff found to be unfit for work due to the misuse of alcohol or drugs but which is not considered to be a dependency will be subject to the disciplinary procedure.

4.2 The aim of this policy extends to all aspects of the staff code of conduct, and staff should ensure that they do not put themselves in situations in which allegations of inappropriate behaviour could be made, whether at work or at any other time.

4.3 All adults working with children and young people are in a position of trust in relation to the individuals in their care. Staff are expected to adopt high standards of personal integrity and conduct and behave in such a way that does not compromise their position both within and outside of the Academy.

GUIDANCE FOR EXECUTIVE PRINCIPALS, PRINCIPALS and SENIOR LEADERSHIP TEAM

1. Establishing a Problem

- 1.1 Executive Principals, Principals and the senior leadership team need to be sensitive to the possibility of an alcohol or substance misuse issue coming to light in a variety of ways. The following patterns of behaviour, especially if occurring in a number of combinations, may indicate an addiction problem.
- 1.2 **Absenteeism**
 - Unauthorised leave
 - Regular Friday and/or Monday absences
 - Leaving work early
 - Late return from breaks
 - Higher than average level of sickness absence with colds, flu, stomach upsets often given as the cause
 - Unusual reasons for absence given
- 1.3 **High Accident Rates**
 - At work
 - While off duty
- 1.4 **Work Performance**
 - Poor concentration
 - Duties appear to require increased effort and time
 - Difficulty in recalling instructions/repetition of same mistakes
 - Mood Swings
 - Increased irritability
 - Depression
 - General confusion
- 1.5 **Personal Presentation**
 - Increasingly unkempt appearance and reduced attention to personal hygiene

- Regular presence of alcohol on breath or increased use of strong smelling sweets e.g. mints or breath fresheners
- Attempts made to borrow money from colleagues

1.6 Misconduct

- An alcohol or drug problem may come to light as part of a mitigating factor in a disciplinary interview

1.7 Self-Referral

- Employee may seek help and support from line manager

2. Responsibilities of Executive Principal and Principals

- 2.1 Executive Principal and Principals should be aware of this Policy and regularly bring it to the attention of their staff.
- 2.2 In the event a Executive Principal or Principal has any concern that an employee may be experiencing an alcohol or substance misuse problem, they should encourage the individual to seek immediate help from their GP or a specialist agency and inform HR of their actions.
- 2.3 If the problem persists – further guidance should be sought in confidence with HR.
- 2.4 On an occasion when there are reasonable grounds to know or suspect an employee has presented themselves at work while under the influence of any alcohol or drug, they should not be permitted to commence their duties and immediate guidance sought from HR. In such circumstances, the individual should not be left alone, or have contact with children. It may be necessary for arrangements to be made to take the employee home. Any such incident should be fully documented, and depending on the facts of each case, it may be necessary to medically suspend the employee while a full investigation is carried out.

3. Executive Principal, Principals / LAB Chairs Will:

- Deal with any referrals for a known or suspect alcohol or substance misuse problem in a confidential manner, and seek advice from HR.
- Refer to Occupational Health promptly when all relevant referral documentation is completed.
- Will closely monitor and manage cases without delay with assistance from HR

In the event that a problem has come to light during the course of a disciplinary investigation – the investigation may be suspended pending further investigation.

4. Occupational Health Will:

- Make every effort to offer an individual an appointment within an agreed timescale of a referral being made
- Provide a confidential report to the Executive Principal and/or Principal and the HR Officer dealing with the case which will advise if the problem is one of dependency or misuse
- Advise and encourage the individual to seek specialist treatment and monitor their progress
- Ensure the medical confidentiality of the individual is maintained as for any other illness
- In the event an addiction problem comes to light during the course of a referral and the issue is not known to the employer – the individual's right to confidentiality will be maintained except in circumstances where, in the opinion of the Occupational Health Consultant, the health and safety of others is likely to be compromised.

5. Acceptance of Treatment

- 5.1 When an employee acknowledges they have a dependency problem with either alcohol or substance misuse, DSAT and the Academy will give them every support and encouragement to seek treatment.
- 5.2 If any treatment requires time to be taken away from the workplace, the individual will be entitled to normal sickness absence benefits and pension rights on submission of an appropriate medical certificate.
- 5.3 After completion of a treatment programme and agreement from Occupational Health that the employee is fit to return, reasonable effort will be made to ensure the individual returns to the same or equivalent post, subject to health and safety considerations.
- 5.4 There may be occasions when it is not possible for the employee to return to their normal post either temporarily or permanently. Advice **must** be sought from HR in these circumstances.

6. Non-Acceptance of Treatment

- 6.1 In the event that an individual is unwilling to accept treatment or the treatment programme is not followed, the matter **must be** discussed with an HR Officer and disciplinary action may be taken.

7. Relapse After Treatment

- 7.1 DSAT accepts that relapses can occur after successful completion of a treatment programme. Each case will be examined on its merits and further time may be given to enable the individual to undergo a further course of therapy.

7.2 When it seems likely that a full recovery will not be achieved and additional treatment programmes are unsuccessful – a full investigation into the case will be made and a decision reached in regard to the employability of the individual. Employment may be terminated on a number of different grounds and each case would be examined on its merits.

8. Training and Development

8.1 All staff will be made aware of the Policy and encouraged not to try to “cover up” for colleagues as this may result in longer-term damage for the individual, and risk to others.

8.2 Details of possible sources of help should be made available to all staff and updated on a regular basis.