



Our School Vision

In our school:
we love deeply, respecting everyone and treating them with dignity;
we aspire with confidence, working hard and embracing challenge;
we serve God and our community, following the example of Jesus, to create a
better world.

“Live a life filled with love, following the example of Christ. He loved us and offered himself as a sacrifice for us.”

Ephesians 5:2 (NLT)

Our School Values: Love, Aspiration, Service

Latymer All Saints C of E Primary School Guidance and Policy 2025

for

**DEALING WITH ALCOHOL AND
SUBSTANCE MISUSE BY EMPLOYEES (adopted)**



INVESTOR IN PEOPLE



**SCHOOLS' PERSONNEL
A COMPLETE HUMAN
RESOURCES SERVICE**

**DEALING WITH ALCOHOL AND SUBSTANCE MISUSE BY EMPLOYEES
GUIDANCE AND POLICY FOR SCHOOLS**

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INTRODUCTION

The management of issues associated with the misuse of alcohol and other substances is a sensitive matter.

The health, safety and welfare of pupils and young people are the first priority for all schools and other educational establishments. The employer also has a duty of care towards its employees.

Alcohol and substance misuse may have a damaging effect on pupil, employees and on others with whom the individual concerned may come into contact. It is also likely to have a detrimental effect on the provision of education and the raising of

achievement through teaching and learning. At its most serious level, misuse can put the health and safety of all parties at risk and will damage the reputation of the Council, School and/or other services.

The purpose of this guidance and policy is to ensure that the school:

- Provides a safe learning environment for pupils and students, whether within the school or elsewhere;
- Supports the standards of behaviour expected of its staff by the Local Authority, governors, parents and the community it serves;
- Acts within the law.

As a good employer, the school will ensure that:

- The health and well-being of all employees are promoted and supported;
- A safe and healthy working environment is provided for all.

Employees experiencing alcohol or substance-related problems will be encouraged and supported in obtaining help to overcome them. An employee will not be disciplined purely for seeking help and support to overcome his/her problem. However, where alcohol or substance-related problems result in unacceptable conduct or performance, firm and swift action will be taken and disciplinary or capability procedures will be invoked, where considered appropriate.

It should be noted that addiction to alcohol, cigarettes or other drugs are NOT considered to be a disability, or impairment, under the Equality Act 2010 (unless they result from drugs that have been prescribed by a Doctor, or other medical treatment).

This guidance and policy document is intended to provide a framework for assisting in addressing issues related to alcohol and substance misuse. Further advice is also available from the London Borough of Enfield's Schools' Personnel Service based at the Civic Centre, Silver Street, Enfield and/or the school's Occupational Health Service, as appropriate.

GENERAL GUIDANCE AND PRINCIPLES

There are clearly certain roles where the consumption of alcohol whilst at work can never be tolerated. The roles concerned would be identified by risk assessment but will include driving Council or school vehicles, working at heights, operating machinery and work caring for vulnerable people such as children and/or those with disabilities.

The employer and the Professional Associations/Trade Unions also recognise and accept that, in assessing the fitness of an employee to carry out his/her contractual duties, full regard must be given by the Headteacher/manager to legal and other health and safety constraints specific to that job and that this may result in differing outcomes/decisions for employees in different types of jobs.

For the purpose of this document, the term 'unfit' should be assumed to mean that an employee is considered not to be capable of carrying out his or her duties in a safe or responsible manner.

As far as possible, confidentiality will be maintained when supporting or dealing with employees who have alcohol or substance misuse related problems. However, it will be necessary to share such information with the Headteacher where information is given to another manager or employee. Further advice and guidance may also be sought from the Schools' Personnel Service or the Occupational Health Service, as appropriate.

EMPLOYER RESPONSIBILITIES AND ACTIONS

The Headteacher is responsible for communicating the expected standards of conduct and performance to all employees.

Where the Headteacher/manager believes that an employee is unfit to carry out his/her duties through misuse of alcohol or other substances, appropriate action will be taken to protect the health and safety of pupils, other employees and colleagues, the public and the reputation of the school.

When the Headteacher/manager believes that an employee may be unfit for work due to alcohol or substance misuse, s/he will gather as much information and evidence as is necessary to make a fair and reasoned judgement. Normally, action will be taken to immediately suspend the employee pending further action. The suspension will usually be invoked by the Headteacher in a meeting with the employee. All reasonable attempts will be made for the employee's representative to be present.

Employees who consume alcohol during working hours, other than at social gatherings for which the Headteacher/manager have given approval, or who misuse substances while at work, will be suspended from duty pending an investigation, after which appropriate further disciplinary or capability action will be taken, where appropriate. Such action will also be taken if, at any time, an employee is considered by the

Headteacher/manager to be unfit to carry out his/her contractual duties in a safe and responsible manner.

In circumstances where an employee is considered by the Headteacher/manager to be unfit, as above, testing in the form of a breathalyser may be carried out. A breathalyser test will be appropriate only where it is considered to be **'a proportionate response to meeting a legitimate aim'** e.g. where there are reasonable suspicions that a teacher in charge of pupils is under the influence of alcohol.

Attached to this document as Appendix 1 is a 'Testing Protocol for Breathalysers'. (NB. It is not suggested that schools not already in possession of a breathalyser unit should purchase one. However, such a purchase may be appropriate in circumstances where it is considered that there may be an issue relating to the misuse of alcohol within the school).

Consideration will always be given to the employee's safe journey home.

In all cases, the Headteacher/manager will give consideration to the appropriate form of follow-up action. This will include, as relevant to the individual case:

- Disciplinary action;
- Capability action;
- Actively encouraging the employee to seek help and obtain support to overcome the problem.

It is accepted that, on occasion, work-related social gatherings will take place, for example, leaving parties or Christmas celebrations. Approval for such functions will be made on the basis that appropriate arrangements are made which will not adversely impact on the quality of teaching and learning, or bring the school into disrepute, e.g. by only giving approval to social events that coincide with the end of the school day.

The school will be supportive and non-judgemental of employees who seek help and support with overcoming alcohol or substance-related problems.

Where it is recognised that an employee's lack of fitness for work amounts to a serious health issue, action will be taken under the capability procedure and a programme agreed to assist the employee to improve his/her performance and fitness for work. This may include participation in a rehabilitation programme.

It may be that the employee's performance is not to the required standard during this time and the school will exercise judgement on what is reasonable. However, misconduct will not be tolerated during this time and the employee should be made aware of the expected standards of behaviour.

The school will continue to monitor the performance and behaviour of any employee who is undergoing a course of treatment for their problem. Consideration will need

to be given to the effect on pupils, to progress in the employee's recovery and the effect on other staff, when deciding what is reasonable in the circumstances.

Where possible and/or appropriate, an employee may be transferred to another job for the whole or part of any rehabilitation programme.

It should be noted that, in circumstances where appropriate support and/or action has been taken to attempt to resolve issues with an employee who has alcohol and/or substance-related problems without success, dismissal, including summary dismissal, may ultimately be the outcome.

For further information and guidance, a list of 'Behaviours that may indicate a Problem' is attached to this document as Appendix 2.

EMPLOYEE RESPONSIBILITIES

Employees are expected at all times to have regard for their own health and well-being, to present themselves as fit for work and comply with the standards of behaviour and conduct expected, in accordance with the Code of Conduct and any other school policies and procedures in place.

An employee taking a prescribed course of medication which may potentially affect his/her work performance must inform the Headteacher and/or manager. Similarly, an employee experiencing alcohol or substance misuse, which may affect his/her conduct, work performance or fitness, should seek help at the earliest opportunity. S/he should also speak with the Headteacher/manager, his/her Professional Association/Trade Union representative, the School's Personnel Service or the school's Occupational Health Service for further advice, as appropriate.

Further information about Support Agencies is attached to this document as Appendix 3.

Staff experiencing alcohol or drug-related problems will be encouraged and supported in obtaining help to overcome them. In circumstances where an agreed programme of support or treatment is suggested or made available, the employee will be expected to undertake or follow it. Wherever possible, treatment should be arranged outside of working hours. Where this may not always be possible, the situation should be discussed between the employee and the Headteacher/manager to consider the circumstances with a view to agreeing reasonable arrangements.

Drinking alcohol or misusing substances before work or during breaks or at any other time in the school day can impair judgement and endanger health and safety and are, therefore, unacceptable.

All employees have a responsibility to moderate their behaviour at work-related social functions and to ensure that they remain fit to carry out any remaining contractual duties on that day or the next day.

APPENDIX 1

Testing Protocol for Breathalysers

This protocol should be read in conjunction with the document 'Dealing with Alcohol and Substance Misuse by Employees: Guidance and Policy for Schools' (2nd Edition March 2011).

Where the Headteacher/manager has grounds to believe or suspect that an employee is or may be under the influence of alcohol, testing in the form of a breathalyser may be carried out on members of staff who work in safety critical jobs. These roles include, for example, those driving Council or school vehicles, working at heights, operating machinery and work caring for vulnerable people such as children and/or those with disabilities.

Breathalysers can be purchased from <http://www.surescreen.com> or on ph: +44 (0) 1332 365318 for approximately £100 (this figure is likely to be subject to change). The breathalysers are a digital testing unit and are calibrated for 700 tests or a 12-month period.

Outlined below is the correct protocol for the use of such breathalysers:

1. The breathalyser unit will be kept locked in a secure place between tests with a key held by the Headteacher/manager only.
2. All tests will be logged to ensure calibration at the defined intervals.
3. Random testing will be conducted by the Headteacher/manager in private, in accordance with manufacturer's instructions.
4. Test outcomes will be recorded on the attached proforma and both parties will sign the agreed reading.
5. If there is a positive reading this will be recorded as above and a further reading taken 15 minutes later. This will determine whether the alcohol taken was from previous day (reading reduces) or whether recent (reading increases). Further test outcome to be recorded on the proforma. If the reading is increasing, further tests will be required until the level stabilises.
6. If the reading exceeds the 35mg/l level legal driving limit the employee will be suspended immediately. An independent test may be carried out by another manager if the employee requests this endorsement, as long as this can be arranged within a period of 30 minutes from the previous test.
7. If the employee refuses to have the test or refuses to sign the test outcome proforma, the employee will normally be suspended immediately.
8. In relation to the specific circumstances of the case under review, it is also recommended that if a morning test indicates increasing levels of alcohol that the employee is suspended immediately as drinking prior to, or during, the working day is unacceptable.

BREATHALYSER TEST PROFORMA – RESULTS

Name of Employee:

Post:

DATE	TIME	LOCATION	TESTER	RESULT	SIGNATURE OF TESTER	SIGNATURE OF EMPLOYEE
			Name: Status:			
			Name: Status:			
			Name: Status:			

APPENDIX 2

DEALING WITH ALCOHOL AND SUBSTANCE MISUSE BY EMPLOYEES

BEHAVIOURS THAT MAY INDICATE A PROBLEM

The following list is not exhaustive but may assist managers in identifying potential problems.

Performance

- ◆ Decline in quality of work.
- ◆ Lack of concentration, increase in number of errors or accidents.
- ◆ Increase in missed deadlines.
- ◆ Frequently having to repeat work.
- ◆ Work quality stays the same but fewer and fewer tasks are completed.
- ◆ Increased absence/late arrivals/early departures/long lunch breaks.

Conduct

- ◆ Increased conflict with pupils or colleagues.
- ◆ Capriciousness i.e. extremes of mood from lethargy to animation in a very short time.
- ◆ Complaining of sleeplessness/depression/anxiety.
- ◆ Withdrawal into semi-trance state.
- ◆ Memory loss and/or confusion.

Many individuals with alcohol/or drug-related conditions display no outward physical changes. However, in addition to some or any of the above, there may also be evidence of:

Physical symptoms

- ◆ Constantly runny nose, watery eyes (from sniffing drugs).
- ◆ Episodes of shaking, trembling or collapse (both alcohol and drugs).
- ◆ Drink on breath or constant sucking of peppermints to cover up.
- ◆ Unsteady gait.
- ◆ Slurred speech.
- ◆ Deterioration in appearance or personal hygiene.
- ◆ Sudden appearance of boils on face (from glue-sniffing).
- ◆ Frequent gastro-enteritis/dyspepsia.

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APPENDIX 3

DEALING WITH ALCOHOL AND SUBSTANCE MISUSE BY EMPLOYEES

SUPPORT AGENCIES

Drug and Alcohol Contacts:

Enfield Community Drug and Alcohol Service (Advice and support)
020 8344 3180

Enfield Counselling Services
020 8367 2333

DAF Drug and Alcohol Foundation
020 7233 0400

Alcohol:

Alcoholics Anonymous
0845 769 7555

Drinkline
0800 917 8282
(An Advice line)

Al Anon Family Groups (For friends and family of problem drinkers)
020 7403 0888
Line open 7 days a week 10am – 10pm

Drugs:

National Drug Helpline
0800 776600
(Information and advice for people who misuse drugs, their friends, family and colleagues)

Release
0845 4500 215
(Drugs and legal advice for users, families and friends)

Heroin Helpline
020 7749 4053

Re-Solv
0808 800 2345
(Information and support about solvent and volatile substance abuse issues)

NB. The above contacts and/or telephone numbers are likely to change over time.

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Monitoring arrangements

This policy will be reviewed annually by the Finance and Premises Committee. Any amendments will be presented at a meeting of the Full Governing board.

Reviewed and Approved by: The Finance and Premises Committee
Ratified by Full Governing Board
Next review due:

Date: October 2025
Date: October 2025
Date: July 2026

Latymer All Saints C of E Primary School is committed to the safeguarding of our pupils and staff.