



ATLAS Multi Academy Trust

ALCOHOL, DRUG AND GAMBLING (STAFF) POLICY & PROCEDURE

Trust sub-committee: Standards Committee

Co-ordinator: Mrs M Chapman

Last Reviewed: New Trust Policy

Next Review: Autumn 2021

St Albans Girls' School : Beech Hyde Primary School and Nursery : Adeyfield School

Signed by:
Margaret Chapman
Executive Head Teacher

Signed by:
Rachael Kenningham
Chair of ATLAS Board of Directors

1	RATIONALE
1.1	The Board of Directors is committed to providing a safe and productive work environment and to promoting the health, safety and wellbeing of its employees. The Alcohol, Drugs and Gambling at Work Policy is designed to ensure that employees are aware of the risks associated with alcohol /drug misuse and compulsive gambling and the consequences of their actions.
1.2	Alcohol and drug misuse has a detrimental effect on health, influences work performance, employee relationships, reduces efficiency, increases sickness absence and increases health and safety risks not only for the individual concerned but also for others, for example colleagues, pupils, parents and contractors. Furthermore, the effects of alcohol or drug misuse are likely to be detrimental to the schools' reputation.
1.3	Compulsive gamblers, unlike most casual gamblers who stop when losing or set a loss limit, are compelled to keep playing to recover their money which is a pattern that becomes increasingly destructive over time and risks the ongoing employment relationship through financial problems including bankruptcy, legal problems including imprisonment, poor work performance and relationship problems with colleagues.
1.4	The policy applies to any person who works for the trust. This policy does not form part of any employees' contract of employment.
1.5	This policy is supported by and should be read in conjunction with other trust policies, particularly; Health & Attendance, Leave of Absence, Disciplinary and Code of Conduct.
1.6	This policy is not intended to apply to "one off" incidents or offences caused by alcohol or drug misuse at or outside work where there is no evidence of an ongoing problem and which may damage the trust's reputation and which will be dealt with under the disciplinary policy and procedure.
2	AIMS
2.1	This policy covers the use and misuse of intoxicating substances, which include alcohol, solvents, legal and illegal drugs, prescription and over the counter medicines and other substances that could adversely affect work performance and/or health and safety. It also covers gambling addiction.

2.2	<p>It is school policy to:</p> <ul style="list-style-type: none"> • Promote a responsible attitude to the consumption of alcohol and gambling • Prohibit gambling, the taking of illegal drugs or alcohol during working hours • Offer help and support to those with an alcohol, drug related or gambling problem • Treat addiction to gambling, alcohol and or drugs as a health problem and arrange for employees to seek professional advice
2.3	Definitions
	Drug misuse refers to the use of illegal drugs and the misuse, of prescribed drugs and substances such as solvents. Drug misuse can harm the misuser both physically and mentally and through the misuser's actions, other people's environments.
	Alcohol misuse is defined as a level of consumption which affects an employee's ability to carry out their duties. The simultaneous use of alcohol and drugs is particularly dangerous.
	Compulsive gambling/gambling disorder is the uncontrollable urge to keep gambling even when something of value is at stake, such as a relationship or work. Compulsive gambling is a serious condition which can destroy lives.
3	PROCEDURES
3.1	Employee Responsibilities
	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 drink and or drugs while at work could lead to suspension from employment while a disciplinary investigation takes place.
	Any employee suffering from gambling, drug and or alcohol addiction should declare such dependency. Failure to accept support or continue with treatment could lead to disciplinary procedures.
	Employees are responsible for allowing sufficient time for intoxicating substances to leave their system before reporting for work, this can apply to the next day.
	Employees are forbidden from consuming alcohol or taking illegal drugs at any time during the working day (including breaks). Any breach of this condition is likely to be investigated under the schools disciplinary procedure.
	Employees are forbidden from gambling, consuming alcohol or taking illegal drugs at any time during the working day (including breaks). Employees must not use school property for on-line gambling. Any breach of these conditions is likely to be investigated under the school's disciplinary procedure.
	Exceptions apply to prescribed drugs for the individual or over the counter medicines used for their intended purpose (in accordance with the instructions given by the prescriber, pharmacist or manufacturer) and where the safety of the individual or others with whom they come into contact is not compromised. Employees must notify their Head Teacher / Principal if the medication is likely to cause side effects prior to its use.
	The Head Teacher / Principal must be informed in all cases where Class A drugs have been prescribed for medical use.
3.2	Possession or Dealing in Drugs
	Employees who suspect another employee with possession or dealing drugs should inform their HR Adviser or a member of the Senior Leadership Team. A member of the Senior Leadership Team should report this to the Police and the LADO (Local Authority Designated Officer) immediately. Do not alert the employee of your intention to call the police and do not send them home.
3.3	Driving Bans related to Drugs and or Alcohol
	Where employees are required to drive as part of their conditions of employment are disqualified from driving as a result of an alcohol or drugs related offence the Head Teacher / Principal may consider redeployment, if appropriate within school. If redeployment within school is not an option, then the employee's continuing employment may be at risk.

3.4	Consumption of Alcohol on School Trips, Social events etc.
	<p>Whilst this policy stresses that the consumption of alcohol during the working day, including breaks is forbidden, the Board of Directors has deemed it acceptable that the use of alcohol on school premises is only acceptable outside of school hours during a school function for example, at the discretion of the Head Teacher / Principal. It is, however, still a requirement that all staff behave in a professional manner at any event whilst in school or outside of the school environment as befitting a member of staff of ATLAS Multi Academy Trust. Consequences of a breach of guidelines could result in investigation under the trust's disciplinary procedures. Alcohol must not be consumed on school trips and visits as this breaches the requirements of being in loco parentis due to the supervision expectations of staff during any trips and visits, regardless of duration.</p>
4	MONITORING
	This policy will be reviewed by the Standards Committee every two years.

Appendix 1 – Procedure

1. An employee who appears to be under the influence of drugs and/or alcohol while at work.

The Health and Safety Executive guidance states that if an employer knowingly allows an employee under the influence of excess alcohol or drugs to continue working and thereby placing the employee or others at risk, the employer could be prosecuted. Therefore, where suspected consumption of alcohol or drugs is judged to affect work performance or conduct, the Head Teacher / Principal or designated person will need to take immediate action.

- 1.1 Send the employee home so that they and others are removed from potential risks. Consideration should be given to their ability to return home safely, e.g. for them not to drive themselves home.
- 1.2 Consider whether it is appropriate to initiate a disciplinary investigation in accordance with the trust's Disciplinary Policy and Procedure.

2. An employee who appears to have a drug and/or alcohol problem

Employees who are identified as possibly experiencing alcohol/drug related problems, whether by observation, poor performance, conduct or by their own voluntary admission, must be given the following assistance:

- 2.1 If the Head Teacher / Principal has concerns that an employee may have a drug or alcohol problem, he/she must first arrange an informal meeting to discuss his/her concerns with that employee. The employee may be accompanied by a Union or Professional Association representative or a work colleague and no one else.
- 2.2 During the initial meeting, the Head Teacher / Principal should suggest to the employee that support is provided by way of a referral to the Occupational Health Unit. The employee should be made aware that his/her co-operation is required during the referral process in order for the Occupational Health Unit to be able to provide full support and advice. See the trust's Health and Attendance Policy and Procedure for further guidance on the occupational health referral process.
- 2.3 If the school buys into an Employee Assistance Programme, an employee will be advised to take up their services.
- 2.4 The Head Teacher / Principal should make it clear to the employee that any necessary time off will be granted for treatment / support in accordance with the leave of absence policy.

The employee should return, as far as possible, to their normal duties during and after treatment, following a risk assessment. This will depend on their ability to perform those duties or on the consequent risk of relapse due to a return to those duties. If a return to normal duties is not considered to be appropriate, redeployment or other suitable options may be considered by the Board of Directors.

3. When to Apply the Disciplinary Procedure

The trust will, where appropriate to do so, adopt a constructive and supportive approach when dealing with employees who may be experiencing drug or alcohol dependency/addiction. This means that employees seeking assistance for a substance misuse problem will not have their employment terminated simply because of their dependence/addiction.

Notwithstanding the above, there will be circumstances where breaches of the policy, whether dependency-related or not, will be treated as a disciplinary matter and may result in the summary dismissal of the employee. Examples of issues that will be subject to disciplinary action, including the possibility of dismissal, are:

- 3.1 working under the influence of alcohol or drugs;
- 3.2 incapacity through alcohol or being under the influence of illegal drugs;
- 3.3 being convicted of any criminal offence connected with alcohol or drugs, regardless of whether the offence took place inside or outside the workplace;
- 3.4 reasonable suspicion of activities, such as possession, consumption, dealing/trafficking, selling, storage of controlled drugs, either on work premises or engaging in such activities outside of work.

This list is not exclusive or exhaustive. Disciplinary action will in all cases be proportionate to the circumstances of the breach of this policy.

Appendix 2 – Signs of Alcohol, Drug Abuse and Compulsive Gambling

Listed below are examples of the kind of symptoms which someone with an alcohol or drugs related problem may present. Not all these symptoms will appear in every instance and it is possible that some of these symptoms may not be connected with alcohol or drugs in which case signs which give cause for concern should be addressed appropriately.

Absenteeism/Irregular attendance

- Multiple instances of unauthorised leave
- Frequent Monday or Friday absences
- Unusually high absenteeism (e.g. for colds, flu, gastritis and general malaise)

Reporting for work

- Excessive lateness, for example on a Monday morning or returning from lunch
- Smelling of alcohol
- Unkempt appearance/lack of hygiene

Absenteeism whilst at work

- Repeated absences from the post, more often than necessary during working hours
- Frequent trips to the toilet
- Overlong tea/coffee breaks
- Leaving work early

Lack of concentration and confusion

- Work requires greater effort
- Jobs take an unreasonable time to complete
- Difficulty in recalling instructions and details
- Increasing difficulty in handling complex assignments
- Difficulty in recalling errors

Spasmodic work patterns and deteriorating performance

- Alternate periods of high and low productivity
- Increasing general unreliability and unpredictability
- Missed deadlines
- Mistakes due to inattentiveness or poor judgement
- Complaints from colleagues about behaviour
- Attempts to borrow money from colleagues
- Avoidance of manager or colleagues

Impact on Colleagues

- Repetitively asking colleagues for loans
- Delays on repaying colleague loans
- Being pre-occupied with gambling but denying any problems
- Being part of a group/work section where money/equipment begins to go missing

Appendix 3 – Support Groups

Organisation	Details	Telephone	Website
Optum UK Employee Assistance Programme	Schools have the option of buying into the Employee Assistance Programme provided by Optum UK. It offers online, telephone and face to face counselling on a range of personal and professional themes such as financial advice, relationship and bereavement support, stress counselling, work/life balance, increasing confidence etc. and supports both the employee and their family.		www.optum-uk.com
HSE (Health & Safety Executive)	Useful section on drugs and alcohol in the workplace	NA	www.hse.gov.uk/alcoholdrugs/links.htm
Alcohol Concern	A national agency working to reduce the incidence and cost of alcohol misuse and improve services to those with alcohol misuse problems.	0300 1231110	www.alcoholconcern.org.uk
Alcoholics Anonymous (AA)	Website and telephone line supporting a network of local AA groups in the UK.	0845 769 7555	www.alcoholics-anonymous.org.uk
NHS	'Alcohol – Know your Limits' website	NA	www.nhs.uk/units
The Drinkaware Trust	An independent charity, Drinkaware aims to increase awareness and understanding of the role of alcohol in society, enabling individuals to make informed choices about their drinking.	0207 7669900	www.drinkaware.co.uk
FRANK	A free, confidential 24 hour drugs helpline and informative website	0300 1236600	www.talktofrank.com
Gamblers Anonymous	Gamblers Anonymous is a fellowship of men and women who have joined together to do something about their own gambling problem and to help other compulsive gamblers do the same.	N/A	www.gamblersanonymous.org.uk

Gamble Aware	Informative website on Gambling and how to find help.	0808 8020133	www.gambleaware.co.uk
Gamcare	Gamcare provides support, information and advice to anyone suffering through a gambling problem.	0808 8020133	www.gamcare.org.uk
Education Support Network	Free telephone support line for all teachers in England, Wales and Scotland	08000 562561	www.educationsupportpartnership.org.uk
Samaritans	Free 24 hour helpline to provide emotional support for people who are experiencing feelings of emotional distress or despair, including those which may lead to suicide	08457 909090	www.samaritans.org



ATLAS Multi Academy Trust

Equality Impact Analysis

When reviewing all Trust policies, the following Equality Impact Analysis (EIA) should be undertaken to ensure fairness of the new proposals/policy and to identify any action needed to redress any potential discrimination, positively promoting equal opportunities, improved access and participation for all.

Title of Policy:	Alcohol, Drugs and Gambling	
Date:	Autumn 2019	
EIA carried out by:	Mrs M Chapman	
EIA reviewed by:	Standards Committee	
1. Identify the aims and objectives of the policy, what will be the proposed change and how will it be implemented		
<ul style="list-style-type: none"> • Policy contains information about: Overall aims and objectives? What is the proposed change? Who is intended to benefit from the proposal and in what way? Outcomes of the policy? How will it be put into practice and who is responsible for this? 	As identified in rationale and aims	
2. Assessment of Impact? <i>To include impact of policy, any plans needed to mitigate any negative impact, equality issues to be addressed</i>		
Characteristic	Group	Effect/Impact
• Age		No impact
• Disability		
• Gender reassignment		
• Marriage/civil partnership		
• Pregnancy/Maternity		
• Race		
• Religion or Belief		
• Sex		
• Sexual orientation		

3. Consultation	
<ul style="list-style-type: none"> • New policy contains information about: Policy audience, expected actions and outcomes Consultation and communication process Accessibility for all Fair access to the consultation process Lessons learnt from previous consultation, if appropriate 	<p>All staff Expectations, requirements and action shared and communicated with all</p>
4. Decision	
<ul style="list-style-type: none"> • Should the new proposal/policy be agreed and any impacts identified following consultations? • What reasonable adjustments are required? 	<p>No issues or adjustments required.</p>
5. Action Planning	
<ul style="list-style-type: none"> • Any actions identified to address inequality for different groups? • Any actions identified to promote equality and diversity? • Where are these actions recorded and who is responsible for them? 	<p>None</p>
6. Monitoring and Review	
<ul style="list-style-type: none"> • When will the impact assessment be reviewed? • Who is responsible? 	<p>Autumn 2021 Mrs M Chapman</p>
7. Publication of the results of the impact assessment	
<ul style="list-style-type: none"> • Results of EIA are published – where and when? • The results are kept as a public record of the EIA – where and when? 	<p>With policy</p>