



An exceptional education for all

Smoking, alcohol and drugs policy

July 2023

Purpose

The purpose of this policy is to promote the safety, welfare and good physical and mental health of Staff and pupils. The School educates pupils to understand the effect and risks associated with alcohol and tobacco in relation to their health, well-being and the law and that the use of illegal drugs is or may be a criminal offence and will be harmful to their health, integrity, independence, opportunities and careers as well as damaging the society in which they live. Staff are expected to promote this view and act as responsible role models.

Smoking

2 No smoking: The School has obligations to ensure the wellbeing of all members of staff and pupils. To facilitate this and in the interests of providing a pleasant working environment for all, the School prohibits smoking (to include the smoking of e-cigarettes) and use of any other smoking related product on all School premises at any time.

Alcohol

3 Alcohol: Alcohol means intoxicating liquor of all descriptions (including beer, cider, wine and spirits).

4 Storage: The School does not permit alcohol to be stored on School premises unless properly secured and with the agreement of the Head Teacher.

5 Under the influence: It is strictly forbidden to work or to remain at work under the influence of alcohol. If the School considers that you are under the influence of alcohol you may be sent home immediately and disciplinary action will be taken.

6 Entertaining: Any entertaining on or off School premises must be conducted sensibly. There may be alcoholic drinks at School social functions and the School expects a high standard of behaviour from all members of staff. Whilst you are responsible for your own travel arrangements to and from such functions, the School advises that you do not drive a vehicle after consuming any amount of alcohol. Alcohol will not be consumed on the school premises while pupils are present.

7 Screening: The School will, where it considers it appropriate, screen individuals who are suspected of being under the influence of alcohol whilst at work in contravention of this policy. It is your contractual duty to comply with all reasonable requests to undergo any blood or urine tests as deemed necessary by the School. An unreasonable refusal to consent will constitute a disciplinary offence.

8 Confidentiality: Confidentiality is assured during the screening process and only you, Occupational Health, the School Business Manager and the Head Teacher will have access to the results. Your written consent to disclose the results will be obtained but failure to give such consent could in itself constitute a disciplinary offence.

Drugs

9 Drugs and substances: For the purposes of this policy "drugs" covers controlled drugs and the paraphernalia of drugs, psychoactive substances or substances intended to resemble drugs, or "legal" drugs which can be obtained from a chemist shop, performance enhancing drugs, anabolic steroids, glue and other substances held or supplied in each case for purposes of misuse.

10 Controlled substances: It is a criminal offence to use, possess or deal in any controlled substances and anyone found through the Disciplinary Procedure to be involved in any of these activities, whether during or outside working hours, will normally be dismissed for gross misconduct. The School will notify the Police where appropriate.

11 At work: The School does not permit controlled substances (other than prescribed drugs) to be used, stored or sold on School premises. Under no circumstances is the sale of drugs (prescribed or not) permitted.

12 Under the influence: It is strictly forbidden to come to work or to remain at work under the influence of any drug. If you have been prescribed drugs whose side effects could have an impact on your work or behaviour, you should report this immediately to the Head Teacher.

If the School considers that you are under the influence of any drug (including prescribed drugs which have or could have affected your work or behaviour and of which you have failed to notify your superior), disciplinary action will be taken.

13 Screening: The School will where it considers it appropriate search and / or screen individuals for drug use. This may be as a result of suspicion against the individual. It is your contractual duty to comply with all reasonable requests to search you or to undergo any blood or urine tests as deemed necessary by the School. An unreasonable refusal to consent will constitute a disciplinary offence. A search may include personal property as well as your person.

14 Confidentiality: Confidentiality is assured during the screening process and only you, Occupational Health, the School Business Manager and the Head Teacher will have access to the results. Your written consent to disclose the results will be obtained but failure to give such consent could in itself constitute a disciplinary offence.

- This policy is part of our suite of policies in the school's Employment Manual. The Employment Manual is reviewed annually.