

## Substance Misuse Policy

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Signature	
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The Trust is committed to providing a safe, healthy and productive working environment for all our staff, students and visitors. This includes ensuring that all staff are fit to carry out their jobs safely and effectively in a working environment which is free from alcohol and drug misuse.

This policy applies to employees of the Trust and does not form part of any employee's terms and conditions of employment. It is not intended to have any contractual effect. The Trust reserves the right to amend this policy at any time.

You are expected to arrive at work fit to carry out your job and to be able to perform your duties safely without any limitations due to the use or after effects of alcohol or drugs (whether prescribed, over the counter or illegal).

The Trust will not accept employees arriving at work under the influence of alcohol or drugs, and/or whose ability to work is impaired in any way by reason of the consumption of alcohol or drugs, or who consume alcohol or take drugs (other than prescription or over the counter medication, as directed) on our premises.

This policy is principally intended to deal with alcohol and drug problems which, in the context of this policy are any drinking or taking of drugs, whether intermittent or continual, which interferes with work performance in relation to attendance, efficiency, productivity or safety.

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, which may damage our reputation, and which are likely to be dealt with under the Trust's Disciplinary Policy and Procedure.

You must not drink alcohol during the normal working day, at lunchtime or at other official breaks. Drinking alcohol while at work without authorisation or working under the influence of alcohol may be considered serious misconduct.

The Trust expects you to demonstrate responsible behaviour at work, work-related functions and work-related social events and to act in a way that will not have a detrimental effect on the Trust's reputation. If you represent the Trust at external events where alcohol is served, you are considered to be "at work" regardless of whether you do so outside normal working hours. Consequently, the Trust will expect you to remain professional and fit for work at all times.

The Line Manager should act to prevent excessive consumption of alcohol by any employee and should take steps to deal with any unacceptable conduct that occurs at such functions. Any such behaviour may lead to disciplinary action.

The Trust expects all of its employees to comply with the drink-driving and drug-driving legislation at all times. The Trust's reputation will be damaged if you are convicted of a drink-driving or drug-driving offence and, if your job requires driving any Trust vehicle and you lose your licence, you may be unable to continue to do your job. Committing a drink-driving or

drug-driving offence outside or during working hours or while working for the Trust may lead to disciplinary action and could result in dismissal in accordance with the Trust's Disciplinary Procedure.

If you are prescribed medication you must seek advice from your GP or pharmacist about the possible effect on your ability to carry out your job and whether your duties should be modified or you should be temporarily reassigned to a different role. If so, you must tell your Line Manager delay.

### **Schedule of Responsibilities**

The CEO of Learning Today leading Tomorrow Trust (LT2) takes overall responsibility for the implementation of policies and procedures and to provide reports as appropriate to Trustees in relation to this policy.

Headteachers of LT2 schools and their Senior Leadership Teams will take active steps to promote good practice under this policy and review and monitor the management and implementation of this policy and practice in their Academy. They will identify training needs, ensuring competence in those staff who are responsible for and involved in the operation of this policy and associated guidance.

Teachers and other supervisory roles will, where required, conduct formal meetings, undertake relevant training in relation to this policy and ensure effective and competent operation of this policy.

All employees are required to cooperate fully and positively with the requirements of this Policy and to undertake any training recommended by their line manager.

The Trust's HR Advisers, are responsible for providing advice and guidance under this policy and reviewing and updating the policy as required; ensuring continuing compliance in line with any developments in employment legislation, good employment practice and other LT2 policies. The Trust's HR Providers may be requested to provide data for regular Trust Board HR reports where appropriate, providing confidential reports as required by the CEO and LT2 Trust Board on individual cases.

The following persons will generally be responsible for managing employees under this policy:

The Academy Headteacher (for Academy based teaching and educational or non-educational support staff) and the Chief Executive Officer (for Academy Headteachers and centrally appointed teaching and support staff) (the "Line Manager").

### **Searches**

The Trust reserves the right to conduct searches for alcohol or drugs, including, but not limited to, searches of lockers, filing cabinets and desks which are on its premises. Any alcohol or drugs found as a result of a search will be confiscated and disciplinary action may result.

### Drug and alcohol screening

The Trust reserves the right to conduct drug and alcohol screening in cases where there is reasonable cause to suspect that an individual's performance is impaired as the result of drug or alcohol misuse.

Drug and alcohol screening will be conducted by an external provider. Arrangements will be discussed with affected employees.

### Confidentiality

The Trust aims to ensure that the confidentiality of any employee experiencing alcohol or drug-related problems is maintained appropriately by the Line Manager and, where it is necessary to inform them, colleagues. However, it needs to be recognised that, in supporting staff, some degree of information sharing is likely to be necessary.