



# Alcohol and Substance Misuse Policy

The Children's Endeavour Trust comprises:

Abbot's Hall Community Primary School  
Bosmere Community Primary School  
Broke Hall Community Primary School  
Chilton Community Primary School  
Combs Ford Primary School  
Freeman Community Primary School  
Springfield Junior School  
Whitehouse Community Primary School

## Document Control

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## **Contents**

1. Aims of the Policy
2. Roles and responsibilities
3. Definitions
4. Identifying the problem
5. Problems relating to alcohol and substance misuse
6. Dealing with incidents of alcohol and/or substance misuse
7. Sources of further advice and support

Appendix 1: Summary of Support Process

## **1. Aims of the Policy**

The Trust is concerned to provide a safe and healthy working environment. It recognises that this can be put at risk by employees who misuse alcohol and / or other substances. This policy, which applies to all employees, therefore aims to:

- (a) Promote the health, safety and well-being of employees and to minimise problems at work arising from alcohol or other substance misuse;
- (b) Make known to employees the harmful effects of the excessive consumption of alcohol or use of other substances, whether illegal or legal;
- (c) Encourage safe and sensible drinking habits;
- (d) Identify employees with possible problems arising from alcohol or substance misuse at an early stage, offer guidance and actively encourage them to seek appropriate help;
- (e) Offer employees known to have alcohol or substance misuse related problems affecting their work, referral to an appropriate agency for assistance;
- (f) Provide necessary training and information for staff having roles to perform under the policy; and
- (g) Support those employees who recognise that they need help in overcoming substance misuse; but take prompt formal action against those employees whose conduct and / or capability are adversely affected by substance misuse but who refuse help.

## **2. Roles and Responsibilities**

- 2.1 The Trust has overall responsibility for the implementation of the Alcohol and Substance Misuse Policy.
- 2.2 Headteachers and Principals, or their senior staff, will have the main responsibility for identifying employees who may need help because of the effect of alcohol and/or substance misuse on their work performance.
- 2.3 Individual employees have a responsibility under the Health and Safety at Work etc Act 1974 to take reasonable care of themselves and others who could be affected by what they do at work.

## **3. Definitions**

- 3.1 For the purposes of this policy, alcohol and substance misuse are defined as:
  - 3.1.1 Alcohol misuse refers to a level of drinking which either persistently affects an employee's work or affects it on a 'one off' or occasional basis
  - 3.1.2 Substance misuse refers to the use of illegal drugs and their misuse, whether deliberate or unintentional, of prescribed drugs, and substances such as solvents.

#### **4. Identifying the Problem**

- 4.1 The workplace provides an obvious opportunity to see the actual symptoms in the person who is at risk from excessive drinking and/or substance misuse. This includes not just the physical signs (bleary eyes, shaking hands, etc), but the other latent signs of drink or substance misuse related problems e.g. lateness, absenteeism, inefficiency, poor working relationships and reduced performance level

#### **5. Problems related to Alcohol and Substance Misuse**

- 5.1 The following have been identified as inherent problem when dealing with alcohol abuse:
- (a) difficulty of early detection;
  - (b) stigma associated with alcohol abuse;
  - (c) powerful nature of the dependence;
  - (d) deep seated feelings of guilt, shame and hopelessness of the individual;
  - (e) lack of procedures for referral to treatment and help
- 5.2 The above factors often combine to encourage the individual to deny the existence of a problem and therefore to resist any support or treatment.
- 5.3 However, places of employment provide a good setting for overcoming the obstacles listed in 5.1 above, because it has been shown that, as with other dependency problems, (e.g. drugs, etc), employees abusing alcohol and/or substances develop a deteriorating pattern of work performance which eventually becomes apparent to an alert colleague.

#### **6. Dealing with Incidents of Alcohol and/or Substance Misuse**

- 6.1 Take immediate HR advice. Each case will need to be judged on an individual basis depending on the circumstances including the balance between offering support and taking disciplinary action.
- 6.2 Discuss the matter with the employee as soon as possible and keep a clear record of the discussion.
- 6.3 Consider a referral to the occupational health service and encourage the employee to seek further support, e.g. from their GP, from the school's well-being programme and from their professional association.
- 6.4 Employees who suspect, or know, that they have an alcohol and/or substance misuse problem are encouraged to seek help and treatment voluntarily. Many well-being schemes include access to confidential counselling and the employee should be actively encouraged to explore such support. Without prior commitment, the Governing Body may consider meeting part or all of the costs of counselling and other services employed. Any time off work for help and treatment under the policy will be regarded as sick leave in accordance with the appropriate Conditions of Service and Leave of Absence Policy.

- 6.5 Employees who decline to seek treatment, or to accept referral for diagnosis and/or treatment, or who discontinue a course of treatment before its satisfactory completion, and who are observed under monitoring to continue to produce an unsatisfactory work performance, may become subject to proceedings under the school's disciplinary procedure.
- 6.6 The procedure set out above does not apply to employees who, following the misuse of alcohol and/or other substances, behave in an unacceptable manner contrary to the standards of safety and conduct required by the Governing Body. Such cases will fall within the scope of the school's normal disciplinary procedure.
- 6.7 The confidential nature of any employee's records will be respected by those involved in the use of this policy.
- 6.8 A flow chart of the support process is set out in Appendix 1.

## **7. Sources of further advice and support**

National Drugs Helpline <http://www.nhs.uk/Livewell/drugs/Pages/Drugtreatment.aspx>

National Alcohol Helpline <http://www.nhs.uk/Livewell/alcohol/Pages/Alcoholsupport.aspx>

Live Well Suffolk <http://www.livewellsuffolk.org.uk/>

Suffolk Services – information available on the Suffolk Health and Wellbeing Board website <http://www.healthysuffolk.org.uk/>

Adult drug treatment in Suffolk is provided by CRI <http://www.cri.org.uk/>

Alcohol recovery services are provided by SATS (Suffolk Alcohol Treatment Service) <http://www.nsft.nhs.uk/Our-services/Pages/Suffolk-Alcohol-Treatment-Service.aspx>

Health & Safety Executive provides information in relation to the workplace <http://www.hse.gov.uk/alcoholdrugs/>

The Trust's Employee Support Service offers a range of support available 24/7

To access the service, use this link: [www.carefirst-lifestyle.co.uk](http://www.carefirst-lifestyle.co.uk) or call: 0808 168 2143

**Username:** ssc001

**Password:** oice1234

## APPENDIX 1

