



## Drugs and Alcohol Policy

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## 1. Introduction

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1.1 One Academy Trust (hereafter referred to as "the MAT") is committed to ensuring a safe, healthy, and productive environment for all its employees, pupils, and visitors. The MAT recognises that the misuse of drugs and alcohol can adversely affect the performance and health and safety of its employees and pupils, the learning environment for pupils and constitutes a safeguarding risk. This policy outlines One Academy Trust's approach to preventing and addressing issues related to drug and alcohol use.

### Scope

1.2 This policy applies to all employees, supply staff, student teachers, contractors, visitors and volunteers working within the trust and its schools.

### Definitions

1.3 **Drugs:** Any substance, legal or illegal, that has the potential to impair an individual's mental or physical capabilities. This includes prescription and over-the-counter medications if they are misused.

1.4 **Alcohol:** Any beverage containing alcohol, including but not limited to beer, wine, and spirits.

### Objectives

1.5 The objectives of this policy are:

- To promote the health, safety, and well-being of all employees, pupils and members of the public whilst on school sites.
- To maintain a drug and alcohol-free work environment.
- To ensure compliance with all relevant legislation and regulations.
- To provide support and assistance to employees who may have drug or alcohol-related problems.
- To protect the reputation of ONE Academy Trust and its schools.

1.6 This policy operates in conjunction with the following Trust policies:

- Disciplinary Policy
- Appraisal & Capability Policy
- Codes of Conduct
- Sickness Absence Policy
- Staff Special Leave Policy

## **2. Prohibited Conduct:**

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- 2.1 Employees, supply staff, student teachers, contractors, visitors and volunteers must not use, possess, distribute, or be under the influence of drugs or alcohol while performing work duties or during working hours, including breaks. This includes whilst on school premises, and school visits, trips and other events where they are responsible for the care and welfare of pupils.
- 2.2 The use of drugs or alcohol on MAT premises, including school grounds and vehicles, is strictly prohibited unless written permission is granted (e.g. alcohol licence for event)
- 2.3 Employees must not report to work while under the influence of drugs or alcohol.

## **3. Prescription and Over-the-Counter Medications:**

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- 3.1 Employees (including supply staff) using prescription or over-the-counter medications that may impair their ability to perform their duties must inform their line manager. Appropriate adjustments or temporary reassignments may be made to ensure safety.
- 3.2 This policy is not intended to penalise those who are legitimately taking medication which may have unforeseen side effects affecting their performance.

## **4. Testing:**

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- 4.1 The MAT reserves the right to conduct drug and alcohol testing in the following circumstances:
  - Reasonable suspicion of impairment e.g. changes in behaviour that may indicate alcohol, drug or legal high misuse. See Appendix 2
  - Post-incident/accident or near-miss
  - Following a complaint or allegation of drug, alcohol or legal high-use
  - Return-to-duty testing.
  - Follow-up testing which may include testing of individuals without prior notice
- 4.2 Testing will be conducted either by an accredited testing facility or by a member of the trust's central team or a member of staff delegated by them to conduct the testing. At all times the aim is to ensure accuracy and confidentiality.
- 4.3 Individuals will need to consent to testing prior to any testing being conducted (see Appendix 1).
- 4.4 If the individual refuses to be tested and there are reasonable grounds for believing that they are under the influence of drugs or alcohol, the trust reserves the right to proceed with the appropriate action to ensure the safety and welfare of others. The action taken will be in accordance with the role of the individual i.e. for members of staff the trust's disciplinary policy will be followed; for supply staff and other contractors, the agency/employer will be contacted; visitors/volunteers will be required to leave the premises.

## **5. Support and Rehabilitation:**

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- 5.1 Employees who voluntarily seek help for drug or alcohol problems will be supported through the MAT's wellbeing provider and/or other appropriate resources.

- 5.2 A risk assessment will be undertaken to evaluate the risks associated with continued employment and determine any adjustments that will be needed. This must be subject to regular review and will take account of professional advice sought e.g. occupational health and advice from appropriate support services
- 5.3 The Risk Assessment will inform an internal support plan which may include:
- Treatment plan/rehabilitation programme
  - Regular testing
  - Change in working patterns/duties
  - Regular review meetings
- 5.4 Employees may be required to participate in a rehabilitation programme as a condition of continued employment following a positive test result.
- 5.5 Employees undergoing a programme of treatment will be expected to fully engage with the process.
- 5.6 Appointments for treatment should be taken outside of work hours wherever possible.
- 5.7 Depending on what substance is being (mis)used it may not be possible for the employee to attend work while undertaking treatment. Employees who are not fit to attend work will be subject to the normal sickness absence rules. However, participation on a treatment programme will be taken into account as part of the absence management review process if absence triggers are hit.
- 5.8 Where an employee is not able to continue in their role (e.g. for safety reasons), the advice of occupational health will be sought. Alternative employment will be considered where possible. Where this is not possible other alternatives may be sought, e.g. medical suspension
- 5.9 Employees who undertake a treatment programme but then cease to engage or stop treatment before completion, may be subject to disciplinary action if the continued use of drugs and/or alcohol is in contravention of this policy, the disciplinary policy and/or the staff code of conduct.
- 5.10 Employees who engage with/complete a treatment programme will be tested for compliance. External testing providers as well as in-house mechanisms will be considered as part of this approach.
- 5.11 Regular meetings will be held between the line manager or Headteacher and the employee during treatment to discuss progress.
- 5.12 Case review meetings comprising the CEO, Headteacher and HR will be held to monitor the case. The trust's Occupational Health and/or other engaged support services may also attend where required.
- 5.13 Where the employee is on alternative/restricted duties the case review will consider when/if they can return to normal duties. Where this is not an option, alternative action may be considered under the trust's procedures including the Appraisal and Capability policy.

## **6. Confidentiality**

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- 6.1 All information related to drug and alcohol testing and results will be treated as confidential and shared only with those who have a legitimate need to know.

## **7. Disciplinary Action:**

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- 7.1 Disciplinary action will be taken where conduct violates this policy (see paragraph 1), including refusal to engage with the trust in formulating or following an internal support plan.

- 7.2 Each case will be considered individually, taking into account the circumstances and the employee's history.
- 7.3 The MAT will provide regular education and training to employees on the risks associated with drug and alcohol use and the provisions of this policy.

## **8. Implementation and review:**

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- 8.1 This policy will be made available on the trust's website and communicated to all employees as part of induction. Supply staff, student teachers, contractors, visitors and volunteers will be advised of their responsibilities as part of the code of conduct briefing/documentation provided.
- 8.2 This policy will be reviewed every three years/as required to ensure its continued relevance and effectiveness.
- 8.3 For questions or concerns regarding this policy, employees should contact their line manager.



## Consent Form for Drug and Alcohol Testing

### CONFIDENTIAL WHEN COMPLETED

Employee consent and agreement to drug and alcohol testing and the sharing of results

#### Employee Information:

- Full Name: \_\_\_\_\_
- School/Trust: \_\_\_\_\_
- Position: \_\_\_\_\_
- Date: \_\_\_\_\_

#### Consent Agreement:

I, \_\_\_\_\_ (employee name), acknowledge and understand that maintaining a safe, healthy, and productive work environment is a priority for One Academy Trust. To support this goal, I hereby agree to the following terms and conditions regarding drug and/or alcohol testing:

#### 1. Consent to Testing:

- I consent to undergo drug and/or alcohol testing as required by One Academy Trust in accordance with its Drug and Alcohol Policy.
- I understand that testing may be conducted at random, upon reasonable suspicion, post-incident, or as part of a return-to-duty or follow-up testing programme, or internal support plan.

#### 2. Testing Procedures:

- I agree to comply with the testing procedures established by One Academy Trust and the testing arrangements.
- I understand that refusal to submit to testing or any attempt to tamper with the testing process will be considered a violation of the trust's policy and may result in disciplinary action, ~~up to and including termination of employment.~~

#### 3. Confidentiality and Sharing of Results:

- I consent to the release of my drug and alcohol test results to authorised representatives of One Academy Trust for the purpose of determining compliance with the trust's policy on the use of drugs and alcohol.
- I understand that test results will be kept confidential and disclosed only to individuals with a legitimate need to know, in accordance with applicable laws and regulations.

**4. Consequences of Positive Test Results:**

- I acknowledge that a positive test result or refusal to submit to testing may result in disciplinary action
- I understand that I may be required to participate in a treatment programme as a condition of continued employment.

**5. Employee Rights:**

- I have the right to provide an explanation for any positive test result.
- I understand that I have the right to request a retest of the original sample at my own expense if I dispute the accuracy of the test results.

By signing below, I acknowledge that I have read, understand, and agree to the terms and conditions outlined in this consent form.

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Authorised School/Trust Representative:**

- **Name:** \_\_\_\_\_
- **Title:** \_\_\_\_\_
- **Signature:** \_\_\_\_\_
- **Date:** \_\_\_\_\_



## Signs of drug/alcohol misuse

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### Physical signs of possible alcohol or drug abuse and misuse

One or more of these signs may be an indicator of possible alcohol or drug abuse and misuse.

They are also indicators of other medical conditions.

- Slurred or rambling, stumbling, incoherent speech
- Drowsiness or inability to stay awake
- Poor coordination, staggering, disorientation
- Unsure standing, turning, moving
- Irrational or inappropriate behaviour (belligerence, violence, etc)
- Nausea
- Inflamed, glassy or droopy eyes, dilated/constricted pupils
- Hallucinations
- Mood swings, unpredictability (hyperactivity, depression, euphoria)
- Frequent sniffing or touching of the nose
- Personality changes
- Heightened reflexes
- Exaggerated confidence or glibness
- Forgetfulness
- Lack of attention
- Agitation, restlessness, anxiety and paranoia
- Runny or bleeding nose
- Aroma of alcohol or drugs
- Limited attention span, difficulty concentrating
- Hand tremors
- Violent tendencies, loss of temper or irritability
- Time distortion
- Mental confusion, bizarre thoughts, ideas or statements
- Poor personal hygiene

## **Changes in job performance patterns indicating possible alcohol or substance abuse and misuse**

One or more of these patterns may be an indicator of possible alcohol or substance abuse and misuse.

They are also indicators of other medical conditions.

- Extended absences from the job
- High accident rate
- Inability to work with others, friction in relationships
- Chronic, excessive absenteeism pattern
- Pattern of unauthorised absences or being late to work
- Poor performance on the job (e.g. error, wasted materials) not previously seen
- Failure to complete jobs/tasks etc. in a timely manner, or within timescales previously achieved
- Difficulty concentrating
- Confusion, inability to handle jobs of increasing complexity
- Spasmodic work patterns
- Irrational personal behaviour on the job (overreaction, unusual personality change, decline in personal hygiene, etc.)
- Four or more incidents of absences (sickness, tardiness, or being AWOL) in the preceding twelve months
- Suspicious absence pattern such as:
  - Immediately preceding or following days off
  - Coincident with weekends
- Swings in activity level – hyperactivity to sluggishness
- Inability to perform two tasks at the same time (divided attention), such as handling a discussion while physically performing a task
- Sporadic or poor workmanship or job performance
- Change in attitude – moody, resentful of criticism, always casting blame on others, sudden inability to work with others
- Chronic forgetfulness or broken promises

### **Contributing Evidence:**

- Physical evidence (drug paraphernalia, alcohol beverage bottles, etc.)
- Smell of marijuana, alcohol
- Attempts to hide or destroy evidence
- Observance of use
- Suspicious reaction

## **Signs of intoxication (substance specific):**

Marijuana: Glassy, red eyes; loud talking and inappropriate laughter followed by sleepiness; a sweet burnt scent; loss of interest, motivation; weight gain or loss.

Alcohol: Clumsiness; difficulty walking; slurred speech; sleepiness; poor judgment; dilated pupils.

Cocaine, Crack, Meth, and Other Stimulants: Hyperactivity; euphoria; irritability; anxiety; excessive talking followed by depression or excessive sleeping at odd times; go long periods of time without eating or sleeping; dilated pupils; weight loss; dry mouth and nose.

Heroin: Needle marks; sleeping at unusual times; sweating; vomiting; coughing and sniffing; twitching; loss of appetite; contracted pupils; no response of pupils to light.

Depressants: (including barbiturates and tranquilizers) Seems drunk as if from alcohol but without the associated odour of alcohol; difficulty concentrating; clumsiness; poor judgment; slurred speech; sleepiness; and contracted pupils.

Inhalants: (Glues, aerosols, and vapors) Watery eyes; impaired vision, memory and thought; secretions from the nose or rashes around the nose and mouth; headaches and nausea; appearance of intoxication; drowsiness; poor muscle control; anxiety; irritability

Hallucinogens: Dilated pupils; bizarre and irrational behavior including paranoia, aggression, hallucinations; mood swings; detachment from people; absorption with self or other objects, slurred speech; confusion.