

Alcohol, Drugs and Gambling at Work Policy

To be read in conjunction with;

- Safeguarding and Child Protection Policy
- Recruitment Policy
- Health & Safety Policy
- Leave of Absence Policy
- Staff Code of Conduct
- Employee Handbook

Rationale

The proprietor of Atelier 21 is committed to providing a safe and productive work environment and promoting the health, safety and wellbeing of pupils and employees. The Alcohol Drugs and Gambling at Work Policy is designed to ensure that employees are aware of the risks associated with alcohol and/or drug misuse and compulsive gambling and of the potential consequences should they not comply with the policy.

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.

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.

The policy applies to all employees of the school. This policy does not form part of any employees' contract of employment.

This policy applies to all incidents or offences caused by alcohol or drug misuse at or outside of work where there is evidence of an ongoing problem and where such incidents may endanger pupils or damage the school's reputation. Incidents or offences will be dealt with under the disciplinary policy and procedures.

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.

It is school policy to:

- promote a responsible attitude to the consumption of alcohol and gambling
- prohibit gambling and the taking of illegal drugs or alcohol during working hours
- offer help and support to those with an alcohol, drug related or gambling problems
- treat addiction to gambling alcohol and or drugs as a health problem and arrange for employees to seek professional advice

Definition

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, it can affect the health, welfare and safety of others.

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.

Employee Responsibilities

Employees and potential employees are required to disclose any medical conditions during their pre-appointment checks. Staff should ensure that the proprietor is aware of any medical conditions which require the use of prescribed medicines during the working day. All prescribed drugs/medicines should be kept in the staffroom and must not be taken in classrooms or when near pupils. If medical conditions, for example asthma, require prescribed medicines to be kept in the classroom this should be discussed with the proprietor so that suitable arrangements can be made and potential risks assessed. Any over-the-counter medicines used for their intended purpose (in accordance with the instructions given by the prescriber, pharmacist or manufacturer) can be brought into school but must be kept in the staffroom. If staff need to access prescribed or over-the-counter medicines during the school day they must make arrangements for their class to be supervised by the proprietor or another

teacher. Employees must notify the proprietor if any medication is likely to cause side effects. The proprietor must be informed in all cases where Class A drugs have been prescribed for medical use.

Any employee suffering from gambling, drug and/or alcohol addiction should declare such dependency. Failure to accept support or continue with treatment will lead to disciplinary procedures.

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 illegal drugs while at work will lead to suspension from employment while a disciplinary investigation takes place.

Employees are responsible for allowing sufficient time for intoxicating substances to leave their system before reporting for work.

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 will be investigated under the schools disciplinary procedures.

Possession or Dealing in Drugs

Possession or dealing in drugs will be reported to the Police and the West Sussex County Council LADO (Local Authority Designated Officer) immediately and incidents will be dealt with under the Safeguarding and Child Protection Policy or Disciplinary procedure, available in the Employee Handbook. If incidents occur outside of school any offences will be dealt with under the schools Disciplinary procedure.

Driving Bans related to Drugs and/or Alcohol

Where employees are required to drive as part of their conditions of employment and are then disqualified from driving as a result of an alcohol or drugs related offence the proprietor 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.

Consumption of Alcohol during Social events etc.

Whilst this policy stresses that the consumption of alcohol during the working day, including breaks is forbidden, there may be circumstances where the consumption of alcohol may be permitted at the discretion of the Proprietor. These occasions are rare but could include evening social events. However, all employees must demonstrate responsible behaviour and remain professional throughout any social event where despite alcohol being present the employee is considered to be 'at work'.

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Document Review			
Version	Amendment	By	Date
1.0	Initial Release	H Peacock	January 2020
1.1	Enhanced document control. Minor formatting changes.	D Hearn	02/07/2020

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 proprietor 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 school's Disciplinary 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, will be given the following assistance:

2.1 If the proprietor has concerns that an employee may have a drug or alcohol problem, she will arrange an informal meeting to discuss her concerns with the employee. The employee may be accompanied by a Union or Professional Association representative or a work colleague.

2.2 During the initial meeting, the proprietor may suggest that the employee seeks support from their GP or other medical and support services.

2.3 The proprietor will 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.

2.4 The employee may 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 the situation will be dealt with using the Disciplinary Procedures.

When to Apply the Disciplinary Procedure

The proprietor 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 conduct 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:

- working under the influence of alcohol or drugs;
- incapacity through alcohol or being under the influence of illegal drugs;
- being convicted of any criminal offence connected with alcohol or drugs, regardless of whether the offence took place inside or outside the workplace;
- 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, drugs or gambling related problem may present. **Not all these symptoms will appear in every instance and 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
- Avoidance of manager or colleagues

Impact on colleagues

- Asking colleagues for loans or delays in 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 Partnership	Free telephone support line for all education staff 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

