

DRUGS AND ALCOHOL POLICY



School Details :	The Island Project School DofE Registration Number : 334/6010 Company Registration Number : 5924196 Registered Charity Number : 1119034 Telephone Number : 01675 442588
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Purpose

Being under the influence of alcohol or drugs can seriously impair an individual's judgement and reactions, leading to an increased risk of accidents and injuries occurring.

In particular, when working with children and vulnerable young adults, it is imperative that members of Staff have a clear head and that their judgement and reactions are not impaired in any way.

In addition, it is important that member of Staff (set a good example for pupils at the School.

The aim of this policy is to ensure the safety of all employees, pupils and visitors by having clear rules in place regarding use and possession of alcohol and drugs, and to support those who have reported a problem with alcohol or drug dependence.

For the purpose of this policy:

alcohol dependence is defined as: "The habitual drinking of intoxicating liquor by a member of Staff, whereby the member of Staff's ability to perform his/her duties is impaired or his/her attendance at work is interfered with, or he/she endangers the safety of others".

Drug dependence is defined as: "The habitual taking of drugs by a member of Staff other than drugs prescribed as medication, whereby the member of Staff's ability to perform his/her duties is impaired, or his/her attendance at work is interfered with, or he/she endangers the safety of others".

Staff includes all employees, contractors, supply staff and volunteers

School means The Island Project

Principles

- All members of Staff will be treated consistently and fairly in line with this policy.
- The rules on alcohol and drugs will be strictly enforced.
- Those who admit to having a problem with alcohol or drugs will be fully supported by the Board of Directors and senior management at the School.
- Employees with an illness related to alcohol or drugs are encouraged to disclose this at the earliest opportunity to ensure support and help with treatment.
- All matters concerning alcohol and drugs shall be treated as confidential.
- The Company's alcohol and drugs policy applies to all members of Staff.
- The rules laid out in this policy apply to all members of Staff.
- Misconduct in relation to alcohol and drugs will be dealt with in relation to the policy on Capabilities and Discipline.

- Poor performance in relation to alcohol and drugs will be dealt with in line with the policy on Capabilities and Discipline.
- Problems with attendance or a long-term alcohol/drugs related illness will be managed in line with the sickness absence policy and the policy on Capabilities and Discipline.

Rules

The School's policy is that during working hours and at all times whilst in School, or engaged in School Business, in attendance with Pupils or parents, or out in the Community, members of Staff must be free from the influence of drugs or alcohol.

This will ensure the health and safety of members of Staff and pupils and others with whom they come into contact with. For those reasons, the following rules will be strictly enforced.

No member of staff shall:

- report or try to report for work when unfit* due to alcohol or drugs (whether illegal or not) or to substance abuse;
- be in possession of alcohol or illegal drugs** in the workplace;
- supply others with illegal drugs** in the workplace;
- supply others with alcohol in the workplace;
- consume alcohol or illegal drugs or abuse any substance whilst at work;
- Consume or be in possession of any legal highs whilst at work.

*Whether a member of Staff is fit for work is a matter for the reasonable opinion of Unit Heads, Senior Management or Board Members.

**Illegal drugs include but are not limited to heroin, cannabis/marijuana, cocaine, ecstasy and amphetamines

In addition all members of Staff must:

- ensure they are aware of the side effects of any prescription drugs;
- advise the Unit Head, the School Manager or a senior member of management immediately of any side effects of prescription drugs, which may affect work performance or the health and safety of themselves or others. For example, drowsiness.

Contravention of these rules is gross misconduct and the School will take disciplinary action for any breach of these rules, which may include summary dismissal. In the case of contractors, services may be terminated immediately upon a breach of these rules.

When there is reasonable belief that an individual is under the influence of alcohol or drugs on reporting for work or during the course of work, (for example if there was a strong smell of alcohol on the person's breath), they must be sent home immediately.

In addition, possession of or dealing in illegal drugs on School premises will, without exception, be reported to the Police and the LADO (Local Authority Designated Officer) at Solihull Metropolitan Borough Council.

Help and support

The School will endeavour to ensure that advice and help are made available to any employee who feels they have a problem with alcohol or drug misuse. In the first instance, individuals will be encouraged to seek help from their General Practitioner.

Under these circumstances and with the consent of the member of Staff, a referral will be made to the Occupational Health service. It may occasionally be necessary to request that the member of Staff refrains from work temporarily. The School may also allow additional time off (unpaid) for members of Staff to obtain treatment or attend support groups.

Any member of Staff who seeks the assistance of the School in finding treatment for a drugs or alcohol problem has the School's complete assurance of confidentiality.

Some useful links to websites are provided below.

Useful links:

Alcoholics Anonymous Tel 0845 769 7555 www.alcoholics-anonymous.org.uk

ACAD (Advice and Counselling on Alcohol and Drugs) www.acad.org.uk

FRANK Tel 0800 776 600 (24 hours) www.talktofrank.com

NHS (Information and advice from the National Health Service) www.nhs.uk