

LT2 Substance Misuse Policy

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LT2 Vision, Mission and Values

Vision

Our vision is to build a group of outstanding schools across phases, including specialist provision, to become (a mid-size) Trust that provides vibrant and inclusive learning environments in which every member of the learning community is passionate about learning. The Trust is led by a CEO who works closely with Headteachers who lead the two schools supported by a central team to support finance, HR, estates and governance.

Mission

LT2 Trust and schools will have a relentless focus on high achievement, supported by robust organisational structures and governance. We aim to give children and young people in our care the knowledge, skills and experiences to expand their minds and world view to enable them to develop a naturally inquisitive approach to learning and life, fit for an ever-changing world.

Ultimately, we will educate and support all children attending LT2 schools to grow into capable and contributing citizens who have developed the personal attributes and characteristics that will enable them to become considerate, self-reliant and confident young people who are ready for the next stage of their lives.

Values

The Trust Values underpin the mission and provide the basis on which LT2 schools can articulate the key behavioural characteristics that promote a positive philosophy. Our six values are unseen drivers of our behaviour as experienced by others and are designed to create a shared organisational culture:

Kindness – The quality of friendliness, generosity, and consideration

Collaboration – The belief that working and learning with others will lead to greater success

Curiosity – A strong desire to know and to learn

Resilience – The ability to recover quickly and learn from the difficulties we face

Respect – To appreciate the importance of understanding and admiration for others and self, honesty

Endeavour – The belief that hard work is needed to achieve something of which we can be proud

Definitions

- Where the word 'Trust' is used in this document it refers to The Learning Today Leading Tomorrow Trust.
- Where the words 'Trust Board' are used it refers to the board of Trustees who set the vision for the Trust and hold the executive leadership team to account for delivering the Trust's strategic plan.

1. Organisation and Responsibilities

1.1 Introduction

The trust is committed to providing a safe, healthy and productive working environment for all our staff, students and visitors. The trust will take all reasonable step to reduce, if not eliminate, the risk of injuries or incidents occurring due to individuals suffering from the effects of alcohol or substance misuse and ensure 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.

This policy covers all individuals working at all levels and grades within the trust, including senior managers, officers, governors, employees, consultants, contractors, trainees, homeworkers, part-time and fixed-term employees, casual and agency staff and volunteers (collectively referred to as **Staff** in this policy).

1.2 Guidance under this Policy

The Head of HR is responsible for providing advice and guidance under this policy and reviewing and updating the policy as required.

1.3 Board of Trustees

The Board of Trustees, as a corporate body, has the responsibility to set the strategic direction and objectives of all matters across the Trust.

The Board of Trustees is responsible for ensuring that high standards of corporate governance are maintained

The Chair of the Trust is responsible for managing the CEO, Trustees and Governors under this policy.

1.4 The Chief Executive Officer (CEO)

The CEO of Learning Today leading Tomorrow Trust (LT2):

- Takes overall responsibility for the implementation of policies and procedures
- Must provide reports as appropriate to Trustees in relation to this policy
- Ensure that sufficient resources are allocated and authorized within the organisations budget to meet statutory procedures and standards across the Trust
- Is responsible for managing the Headteachers and centrally appointed staff under this policy

1.5 Headteachers

Headteachers of LT2 schools are responsible for:

- The implementation of and compliance with this policy within their school ensuring competence in those staff who are responsible for and involved in the operation of this policy and associated guidance
- Identifying training needs
- Communicating this policy to all relevant people within the school

- Managing school-based teaching and associate staff under this policy

1.6 Senior and Middle Leaders (and other Supervisory Roles)

Although the Headteacher is responsible overall for the implementation of this policy in their school, managers have some specific responsibilities:

- Applying this policy within their own department and area of work
- Resolving any issues members of staff refer to them, informing the Headteacher of any issues to which they cannot achieve a satisfactory solution with the resources available to them
- Where required, conduct formal meetings, undertake relevant training in relation to this policy and ensure effective and competent operation of this policy

1.7 Other Employee Duties

All employees have a responsibility to:

- Comply with this policy and to co-operate with the schools' leadership and management on all matters relating to it
- Undertake any training recommended by their line manager

1.8 Responsibilities of All Staff

No staff member, in connection with any work-related activity:

- Report, or endeavour to report, for duty having consumed drugs or alcohol likely to render themselves unfit and/or unsafe for work
- Consume or be under the influence of drugs or alcohol while on duty unless, in the case of alcohol, with the agreement of line management for the purposes of official entertaining
- Store drugs or alcohol in personal areas such as lockers and desk drawers (with the exception of non-prescribed drugs such as Paracetamol etc. or drugs which have been prescribed to the employee)
- Attempt to sell or give drugs or alcohol to any other employee or other person whilst working for or on behalf of the trust

Employees must inform their line manager regarding any prescribed medication that may have an effect on their ability to carry out their work safely, and must follow any instructions subsequently given. Advice can be sought from an Occupational Health Adviser, through the Head of HR, about whether any prescribed medication may impact on an employee's ability to carry out their work safely.

1.9 Review

This policy will be reviewed every three years.

These procedures have been agreed by the board of trustees, who will approve them whenever reviewed.

2. Substance Misuse

Staff are expected to arrive at work fit to carry out their job and to be able to perform their 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 LT2 Disciplinary Policy and Procedure.

Staff 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 staff 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. The trust prohibits the drinking of alcohol in the workplace or on trust business other than the reasonable drinking of alcohol in connection with approved social functions. The trust regards an 'unreasonable level' as any of the following:

- Individual is over the legal limit stipulated for driving (i.e. 35mcg/100ml of breath alcohol concentration)
- In the opinion of management, the individual's performance is impaired. This may be at less than the legal limit stipulated for driving.
- In the opinion of management, the individual's behaviour may cause embarrassment, distress or offence to others or could potentially bring the council into disrepute.
- The individual continues to drink when instructed to stop by a manager.

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 reserve the right to refuse entry to, or to send home any staff member who is considered to be intoxicated.

The trust expects all staff to comply with the drink-driving and drug-driving legislation at all times. The trust's reputation will be damaged if a staff member is convicted of a drink-driving or drug-driving offence and, if their job requires driving any trust vehicle and they lose their licence, they may be unable to continue to do their 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 LT2 Disciplinary Procedure.

If a staff member is prescribed medication they must seek advice from their GP or pharmacist about the possible effect on their ability to carry out their job and whether their duties should be modified or they should be temporarily reassigned to a different role. If so, the staff member must tell your Line Manager as soon as they are able.

The trust expressly prohibits the use of any illegal drugs or any prescription drugs that have not been prescribed for the user. It is a criminal offence to be in possession of, use or distribute an illicit substance. If any such incidents take place on trust premises, in trust vehicles or at a trust function, they will be regarded as serious. They will be investigated in accordance with the Disciplinary Procedure, and may lead to disciplinary action and possible reporting to the police.

2.1 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.

2.2 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 staff.

2.3 Confidentiality

The trust aims to ensure that the confidentiality of any staff member 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.

3. Further Support Information and Advice

Counselling support and support from Occupational Health can be accessed via the Head of HR. All consultations will be strictly confidential between the employee and Occupational Health/the Counsellor.

In addition, the Anti-stress Policy contains advice on managing stress which can sometimes be a contributory factor in alcohol and substance misuse.

Further information, advice and guidance for employees and managers is available through the web links below.

Advice on Alcohol Abuse:

- NHS Choices: <http://www.nhs.uk/conditions/Alcohol-misuse>
- Alcoholics Anonymous: www.alcoholics-anonymous.org.uk
- Alcohol Concern: www.alcoholconcern.org.uk
- Health and Safety Executive (HSE): <https://www.hse.gov.uk/alcoholdrugs/index.htm>

Advice on Substance and Drug Misuse:

- Narcotics Anonymous: www.ukna.org
- FRANK: www.talktofrank.com
- Health and Safety Executive (HSE): <https://www.hse.gov.uk/alcoholdrugs/index.htm>