



# Alcohol, Drugs and Gambling at Work Policy

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## 1. Scope

This policy applies to all employees and workers. It has been subject to consultation with recognised Trade Unions. It does not form part of an employee's contract of employment, and we reserve the right to amend the policy at any time.

We are committed to providing a safe, professional and productive work environment. This policy sets clear expectations around the use of alcohol, drug and gambling to protect staff, pupils, visitors and the wider school community.

This policy should be read in conjunction with related policies including:

- Health and Attendance
- Wellbeing
- Disciplinary
- Code of Conduct
- Safeguarding and child protection.

Incidences which may damage our reputation will be addressed under the Disciplinary Policy.

## 2. Introduction

Misuse of alcohol, drugs or gambling can have a detrimental effect on:

- health and wellbeing
- work performance
- professionalism and conduct
- relationships with colleagues, pupils and parents
- safety, including the risk of accidents and impaired judgement

**The school** has a duty to ensure a safe environment for everyone. This policy covers the use and misuse of:

- alcohol
- illegal drugs
- prescription and over the counter medicines
- solvents and other intoxicating substances
- online and in-person gambling
- addictions arising from any of the above

It is our policy to:

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

### 3. Definitions

**Alcohol misuse:** is consumption which impairs an employee's ability to carry out their duties safely or professionally.

**Drug misuse:** is the use of illegal drugs or the misuse of prescribed medication which affect how the body functions safely.

**Compulsive gambling:** is the loss of control over gambling even when something of value is at stake, such as personal, financial or work-related consequences.

### 4. Employee responsibilities

You must:

- ensure that your personal consumption of alcohol or use of prescribed drugs does not interfere with your ability to perform your duties safely and competently.
- inform your line manager if you are suffering from alcohol, drug or gambling addiction
- allow sufficient time for substances to leave your system before attending work, this can apply to the next day.
- not consume alcohol, use illegal drugs or gamble at any time during the working day (including breaks)
- not use school property or Wi-Fi for online gambling.
- notify your line manager if the medication is likely to cause side effects prior to its use.
- inform your line manager where Class A drugs have been prescribed for medical treatment. (NB you do not need to inform your line manager if you are taking prescribed drugs or over the counter medicines used for their intended purpose (in accordance with the instructions given by the prescriber, pharmacist, or manufacturer), and where the safety of the individual or others with whom they come into contact is not compromised.)
- to ensure a safe environment and in recognition of a duty of care for others, employees must report any concerns relating to a breach of this policy to a member of the senior leadership team.

Any breach of this policy may be addressed under the Disciplinary Policy.

### 5. Possession or dealing in drugs

Any employee suspected of possessing or supplying illegal drugs should be reported to the Police immediately. We will give reasonable consideration, before taking any action, to making a referral to the Local Authority Designated Officer (LADO). We will not alert the employee of our intention to call the police and will avoid sending the employee home until advice has been sought.

### 6. Driving bans related to drugs or alcohol

Where employees are required to drive as part of their role and are disqualified from driving as a result of an alcohol or drugs related offence, it will be reviewed under capability, conduct

or redeployment procedures. If redeployment is not possible, then the employees' continuing employment may be at risk.

### **7. Alcohol, drugs or gambling at work or at work events**

The consumption of alcohol or drugs, or gambling during the working day, including breaks, is prohibited.

In limited circumstances, minimal consumption of alcohol may be authorised at school-sanctioned events, such as trips or social events. Staff remain subject to the Code of Conduct and professional standards during any work / social event, where, despite alcohol being present, the employee is considered to be "at work".

### **8. Employee Assistance Programme (EAP)**

We encourage employees to seek help at an early stage. Support can be sought through our confidential EAP service. Their contact details are 03303 800658, the full range of services can be found at [vivup.co.uk](http://vivup.co.uk).

## 9. Appendix 1 – Support Groups

Organisation	Details	Telephone	Website
<b>HSE (Health &amp; Safety Executive)</b>	Useful section on drugs and alcohol in the workplace	NA	<a href="http://www.hse.gov.uk/alcoholdrugs/index.htm">www.hse.gov.uk/alcoholdrugs/index.htm</a>
<b>Alcohol Change UK</b>	A national charity working to reduce the incidence and cost of alcohol misuse and improve services to those with alcohol misuse problems.	0203 907 8480	<a href="http://www.alcoholchange.org.uk">www.alcoholchange.org.uk</a>
<b>Alcoholics Anonymous (AA)</b>	Website and telephone line supporting a network of local AA groups in the UK	0800 917 7650 or email: help@aamail.org	<a href="http://www.alcoholics-anonymous.org.uk">www.alcoholics-anonymous.org.uk</a>
<b>NHS</b>	Better Health – Drink Less & Live Well – calculating alcohol units	NA	<a href="http://www.nhs.uk/better-health/drink-less">www.nhs.uk/better-health/drink-less</a> <a href="http://www.nhs.uk/live-well/alcohol-advice/calculating-alcohol-units">www.nhs.uk/live-well/alcohol-advice/calculating-alcohol-units</a>
<b>Drinkaware</b>	An independent charity working to reduce alcohol misuse and harm in the UK and help people make better choices about drinking.	0300 123 1110	<a href="http://www.drinkaware.co.uk">www.drinkaware.co.uk</a>
<b>Drinkline</b>	A national alcohol helpline supporting anyone that is worried about their own or some else's drinking	0300 123 1110	N/A
<b>FRANK</b>	A free, confidential 24-hour drugs helpline and informative website	0300 123 6600	<a href="http://www.talktofrank.com">www.talktofrank.com</a>
<b>Gamblers Anonymous</b>	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	0330 094 0322	<a href="http://www.gamblersanonymous.org.uk">www.gamblersanonymous.org.uk</a>
<b>Gamble Aware</b>	Informative website on Gambling and how to find help	0808 802 0133	<a href="http://www.gambleaware.org">www.gambleaware.org</a>
<b>Gamcare</b>	Gamcare provides support, information, and advice to anyone suffering through a gambling problem	0808 802 0133	<a href="http://www.gamcare.org.uk">www.gamcare.org.uk</a>
<b>Education Support Partnership</b>	Free telephone support line for all education staff in England, Wales, and Scotland	08000 562 561	<a href="http://www.educationsupportpartnership.org.uk">www.educationsupportpartnership.org.uk</a>
<b>Samaritans</b>	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.	116 123	<a href="http://www.samaritans.org">www.samaritans.org</a>

