



# Smoking, Drugs and Alcohol Policy

Our vision is to enable all to flourish.

Status and review cycle;	Non-statutory and every 2 years
Responsible group:	The Trust/CEO
Implementation date:	April 2020      Last Reviewed: March 2024
Next Review Date:	March 2026

## Contents

- 1.0 Policy statement
- 2.0 Purpose and scope
- 3.0 Smoking
- 4.0 E-cigarettes on the premises
- 5.0 Alcohol
- 6.0 Storage
- 7.0 Drugs
- 8.0 Supporting staff
- 9.0 Those hiring or leasing the school premises
- 10.0 Medical emergencies
- 11.0 Threatening behaviour

## **1.0 Policy Statement**

1.1 The Trust is an organisation with a Christian foundation. The ethos, values and relationships of the Trust, and its schools are based on caring and responsible behaviour. The Trust has a zero-tolerance approach towards the misuse of drugs and alcohol, whilst on Trust or school premises. The Trust however recognises that the misuse of drugs and alcohol may indicate a significant health concern and, as such, willingly accepts its duty of care to all members of the Trust and school community and aims to support employees in these situations. The Trust is committed to providing a safe and productive work environment and to promote the health, safety and wellbeing of its employees and pupils. The Trust recognises the important role that adults have in modelling behaviours, which promote healthy lifestyles choices to pupils.

## **2.0 Purpose and Scope**

2.1 This policy is intended to provide guidance to all DGAT staff regarding smoking, alcohol and drugs and ensure that employees are aware of the risks associated with alcohol / drug misuse and the consequences of their actions.

## **3.0 Smoking**

3.1 DGAT schools have an obligation to ensure the wellbeing of all members of staff and pupils. This policy has due regard to legislation, including but not limited to, the following:

- Misuse of Drugs Act 1971 (as amended)
- Health and Safety at Work etc Act 1974
- The Management of Health and Safety at Work Regulations 1999 (as amended)
- Health Act (2006)
- Children and Young Persons (Protection from Tobacco) Act 1991
- Nicotine Inhaling Products (Age of Sale and Proxy Purchasing) Regulations 2015
- Equality Act 2010

3.2 This policy also has due regard to guidance including, but not limited to, the following:

- Public Health England (2016) Use of e-cigarettes in public places and workplaces

3.2 To facilitate this smoking on all Trust or school premises (whether indoor or outdoor) is prohibited at all times and there are no designated areas available on Trust or school premises for smoking.

- 3.3 Smoking is not permitted in any personal vehicles on Trust or school premises.
- 3.4 Smoking is not permitted at any time in vehicles being used on behalf of the Trust or school, e.g. minibuses, where car mileage allowance is being claimed, and at times when pupils are present in the vehicle.
- 3.5 The Trust does not allow smoking breaks at any times during the working day. If an individual wishes to smoke, they are only permitted to do so during arranged break times, e.g. during lunch time, and in accordance with the principles outlined above.
- 3.6 Any individual who is witnessed smoking on Trust or school premises will be subject to disciplinary action in accordance with the Trust's Disciplinary Policy.

#### **4.0 E-cigarettes on the premises**

- 4.1 For the purpose of the policy, the process of using e-cigarettes is defined as vaping.
- 4.2 The Trust recognises the use of e-cigarettes as having significant potential to reduce tobacco use, as well as the harmful effects it causes to smokers and those around them.
- 4.3 Although e-cigarettes are not covered by the Health Act 2006, the Trust adopts a fully smoke-free environment, and recognises that use of e-cigarettes, whilst significantly safer for health than cigarettes, still pose some hazards, particularly for those with asthma and respiratory conditions who may be affected by the vapour.
- 4.4 The Trust also recognises that e-cigarettes may create a nuisance for others in the production of vapour, particularly for non-users.
- 4.5 The Trust does not consider the use of e-cigarettes to be professional behaviour and, therefore, individuals are not permitted to use e-cigarettes whilst on Trust or school premises.
- 4.6 Vaping is not permitted at any time in vehicles being used on behalf of the Trust or school, e.g. minibuses, where car mileage allowance is being claimed, and at times when pupils are present in the vehicle.
- 4.7 Vaping is not permitted in any personal vehicles on Trust or school premises. Any individual witnessed vaping in personal vehicles as outlined above, or in vehicles used on behalf of the Trust or school, will be subject to disciplinary action as outlined in the Trust's Disciplinary Policy.
- 4.8 The Trust does not allow vaping breaks at any times during the working day. If an individual wishes to vape, they are only permitted to do so during arranged break times, e.g. during lunch time, and in accordance with the principles outlined above.

## 5.0 Alcohol

- 5.1 Under the influence: It is strictly forbidden for any member of staff to work or to remain at work under the influence of alcohol. If the Trust or school considers that a member of staff is under the influence of alcohol the member of staff may be sent home immediately and disciplinary action may be taken.
- 5.2 Alcohol may remain in the system for some time and even small amounts can impair performance and jeopardise safety. Employees are responsible for allowing sufficient time for any alcohol to leave their system before reporting for work, this can apply to reporting for work the next day.
- 5.3 The Trust does not allow the consumption of alcohol by employees during working hours; this includes staff on school trips when they are 'on-duty' and responsible for pupils in their care. (The only exceptions to this are official functions or very special social events, with the express permission of the headteacher or in the case of the central team, the CEO; in these situations, it is expected that alcohol consumption is minimal and non-alcoholic drinks must also be provided and consideration given to the differing religious observances of Trust employees). The Trust expects a high standard of behaviour from all members of staff at all times. Consideration should be taken to the possibility of the employee bringing the Trust or school into disrepute, which may then require an investigation under the Trust's disciplinary procedure. Whilst employees are responsible for their own travel arrangements to and from such functions, the Trust advises that no alcohol should be consumed if an employee intends to drive a vehicle.

## 6.0 Storage

- 6.1 The Trust does not permit alcohol to be stored on school premises unless properly secured and with the agreement of headteacher or CEO.

## 7.0 Drugs

- 7.1 The Trust defines a 'drug' as any substance which, when ingested, alters perception and the way the body works. This definition includes, but is not limited to:
- All illegal substances
  - Solvents
  - Medicines
  - Legal highs
- 7.2 **Controlled substances:** It is a criminal offence to use, possess or deal in any controlled substances and anyone found through the Disciplinary Procedure to be involved in any of these activities, whether during or outside working hours, will normally be dismissed for gross misconduct. The Trust will notify the Police and / or the LADO where appropriate.

**7.3 At work:** The Trust does not permit controlled substances (other than prescribed drugs) to be used, stored or sold on Trust or school premises.

**7.4 Prescribed Drugs:** Exceptions apply to drugs prescribed for the individual 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. Employees must notify the headteacher or in the case of the central team, the CEO, or the relevant designated person should they be prescribed medication or plan to take medication that may cause side effects and impair their ability to undertake their duties safely and effectively in which case the employee may need to have reasonable adjustments made to enable them to continue working or be certified sick as appropriate.

**7.5 Under the influence:** If the Trust or school considers that a member of staff is under the influence of any drug (including prescribed drugs which have or could have affected work or behaviour and to which the employee has failed to notify the headteacher, CEO or relevant designated person), disciplinary action will be taken.

## **8.0 Supporting Staff**

8.1 The Trust, as a caring employer, will seek to facilitate help for those seeking it, through counselling and rehabilitation and actively encourages those employees who suspect or know they have an alcohol, drug or substance abuse problem to take advantage of the support available. The Trust will encourage such employees to receive specialist treatment services to allow them to continue, or return, to work safely following confirmation of fitness for work by Occupational Health. The Trust, however, will take appropriate action when any member of staff is involved in any breach of this policy. This may involve action under the Trust's Sickness, Capability or Disciplinary policies.

8.2 The Trust may consider paid or unpaid time off work for assessment, treatment and rehabilitation for alcohol and drug-related problems where recommended by Occupational Health and when sickness absence is not applicable.

## **9.0 Those hiring or leasing the school premises**

9.1 All applicants for leasing or hiring of Trust or school facilities will be made aware of this policy, to ensure compliance with its requirements. If PTAs, or other organisations wish to sell alcoholic beverages on school premises they will be fully responsible for obtaining the necessary licences and supervising its consumption.

## **10.0 Medical emergencies**

10.1 In alcohol- and drug-related emergencies, trained first aiders will be contacted. A staff member will remain with the casualty until the first aider arrives.

10.2 Any other pupils or staff members will be removed from the immediate area, as soon as reasonably practicable.

10.3 Following an assessment by the first aider, a decision will be made to ascertain whether an ambulance should be called.

10.4 The staff member's immediate family will be contacted to inform them of the incident.

10.5 Further information regarding medical emergencies can be sought from the First Aid Policy.

## **11.0 Threatening behaviour**

11.1 Threatening or aggressive behaviour by staff members under the influence of drugs or alcohol will be taken very seriously.

11.2 Where threatening or aggressive behaviour is displayed, the school will not hesitate to contact the police. Any staff member displaying threatening or aggressive behaviour will be removed from the premises, and later disciplined in line with the school's Disciplinary Policy and Procedures.