



# Alcohol & Drugs Policy

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## Alcohol & Drugs Policy

Here at Co-op Academies Trust we want to provide a safe and professional working environment for everyone, and to support colleagues who may be going through challenging issues. So it's important that all our colleagues, and anyone else working in our premises, are clear about what we expect when it comes to drugs or alcohol at work.

### Coming into work

You mustn't come into work if you're under the influence of alcohol, drugs, or Novel Psychoactive Substances (NPS) to the extent that your judgement, behaviour or ability to carry out your job is affected.

If you need to drive for work reasons or are supervising children / young people, zero alcohol is the expectation.

We wish to support colleagues who need to take prescribed medication. If you've been prescribed medication that you think might affect your ability to do your job safely and efficiently (either directly or via side effects), talk to your manager about this as soon as you can.

### During work

You mustn't consume alcohol or illegal drugs or abuse any substances (including NPSs and solvents) while you're working, on Co-op or Co-op Academies premises or directly outside, or in any vehicle being used for Co-op Academies business.

Any exceptions to this must be agreed in advance and notified to colleagues by the Headteacher/Principal, Chief Education Officer or Trust CEO (e.g. for events such as colleague end of term gatherings and PTA functions).

### Work-related events

If you're at a work event, including team social activities not held at a Co-op / Co-op Academies location, and choose to drink alcohol, we trust you'll be responsible and remember you should behave respectfully and appropriately at all times (e.g. in line with the standards of behaviour expected in the workplace).

Co-op Academies policies still apply to you at events or activities that you're attending because you work here (e.g. events/activities that are organised by or through work).

If you are at a work-related event or activity and you are found to be in possession of, or have taken drugs, or you act inappropriately because your behaviour or judgement becomes impaired due to alcohol, you may be asked to leave the event. These matters may be investigated under our Disciplinary Procedure and may lead to disciplinary action being taken against you, up to and including summary dismissal. You may be accompanied by a trade union representative or work colleague at any meetings taking place under the Disciplinary Procedure.

## Illegal drugs

You mustn't be in possession of, sell, or purchase illegal drugs or other substances (including NPSs and solvents) whilst you're working, within Co-op / Co-op Academies premises or directly outside, or in any vehicle being used for Co-op Academies business.

If you're found in possession of illegal drugs whilst at work, or a work-related event or activity, we may report this to the police.

Colleagues should be aware that use or supply of illegal drugs outside of work, or work related events or activities, could impact negatively on their continued employment with our Trust (e.g. if it is a safeguarding / child protection risk involving referral to the LADO, or harms our Trust's reputation - see Colleague Code of Conduct).

## Things to think about

If your manager has reasonable grounds to think you're under the influence of drugs or alcohol whilst you're at work, they'll speak to you about the situation. If they think that you're not in an appropriate condition to work, you'll usually be suspended from work. Any suspension will be kept as short as possible, and should not be thought of as a presumption of guilt. Unless the situation relates to medication you have been prescribed by a doctor, you may be invited to an investigatory meeting under the Disciplinary Procedure at a later date.

## Drug or alcohol misuse/dependency

If you think you've got a problem with drug and/or alcohol misuse or dependency, we want you to talk to us before it becomes an issue at work. Your manager might talk to you if they notice any signs that suggest you could have a problem. Resources to support both colleagues and line managers are available in the Wellbeing area of the Colleague Portal.

If you talk to your manager they'll offer support and will keep things confidential, unless they have concerns about your safety or that of other people. They'll offer appropriate support, such as encouraging you to see your GP, referring you to occupational health, or for alcohol/drug misuse-focused counselling through our Employee Assistance Programme (EAP). To support you effectively, your manager may seek assistance, in confidence, from a member of the HR team. In all cases, confidentiality will be maintained as far as possible.

If you're having treatment for a drug/alcohol problem and you need time off for appointments, there's more information in the Special Leave Policy.

## Testing

We won't test you for the presence of drugs or alcohol.

## If you need further support

If you have any questions about this Policy or if you believe that you have a problem with drug or alcohol abuse or dependency, please speak to your manager or a member of the HR team. If managers need advice they should contact their Hub HR Manager. Information about disclosures should be kept confidential as far as is possible.

If you need additional support, or you feel like you can't talk to your manager, remember we have an EAP who can provide colleagues with support. You can contact Health Assured 24 hours a day, 7 days a week on 0800 028 0199. It's independent and totally confidential. -There's no charge for Co-op Academies colleagues or members of their immediate family.

## Other sources of support

### Alcoholics Anonymous:

Call: 0800 9177 650

Email: [help@alcoholics-anonymous.co.uk](mailto:help@alcoholics-anonymous.co.uk)

Visit: [www.alcoholics-anonymous.org.uk](http://www.alcoholics-anonymous.org.uk)

### Narcotics Anonymous:

Call: 0300 999 1212

Visit: [www.ukna.org](http://www.ukna.org)

### FRANK - friendly, confidential advice about drugs:

Call: 0300 123 6600

Text: 82111

Visit: [www.talktofrank.com](http://www.talktofrank.com)