



# The Three Rivers

Learning Trust

<b>Name of Policy</b>	<b>Drugs &amp; Alcohol</b>
<b>Policy Number</b>	<b>NS33</b>
<b>The Three Rivers</b>	
<b>Named Person(s)</b>	<b>Mark Tait</b>
<b>Review Committee</b>	<b>Full board</b>
<b>Last review date</b>	Spring 2019
<b>Next review date</b>	Spring 2022

The Three Rivers Learning Trust is **committed to providing a safe and healthy working environment for its employees** and to improving the health and wellbeing of individuals within the workplace. **The Learning Trust recognises the effects of drugs and alcohol misuse in relation to an employee's well-being.**

This commitment arises from Learning Trust's duty of care to all employees, and more generally the recognition that a safe and healthy working environment contributes to the motivation, job satisfaction, performance, and creativity of all staff.

This policy applies to all employees, customers and visitors in any Learning Trust premises or on official business.

## **Aim**

This Drugs and Alcohol Policy **aims to assist individuals and managers in identifying and addressing any drugs or alcohol related issues that may have an actual or adverse effect on the individual, their colleagues, customers or visitors.**

Additionally, the policy provides information, advice, and guidance for both individuals and Managers in dealing with drugs and alcohol related issues.

## **Key recommendations**

**All employees, irrespective of employment status, must not be under the influence of drugs and/or alcohol whilst at work or on any Learning Trust premises.**

## **Principles**

The Learning trust will ensure that all employees are **aware** of the drugs and alcohol policy, and that fairness of treatment and equality will be given at all times. Drug and alcohol awareness information will also be issued to all new employees at the **induction** stage. All individual instances related to drugs and alcohol will be **treated confidentially and the individual's dignity will be respected at all times.**

When dealing with instances linked to the inappropriate use of drugs and alcohol all related circumstances will be taken into account and **advice from Occupational Health** will be sought if appropriate. All available options will be explored and considered during discussions with the employee.

All employees experiencing ill health due to drug or alcohol abuse will be given **full assistance**. Employees **will not be dismissed unless**, after all options have been explored and addressed, there **continues to be a capability or conduct issue.**

**Employees will be expected to cooperate** with the Learning Trust in recognising and resolving drug or Alcohol related issues that are affecting their work and attend a medical examination with Occupational Health if the Learning Trust deem necessary.

## **Procedure**

If an employee suspects that they may have a drug and/or alcohol dependency problem they should in the first instance discuss the matter with their Line Manager or a representative from Human Resources. Alternatively a work colleague can make referrals on behalf of the employee, provided the individual agrees, when an individual feels unable to make the initial approach. If such an approach is made the Manager will follow the guidelines of this policy when dealing with such instances.

Additionally employees who suspect that they may have a problem can contact a range of services as detailed in Appendix 1 who will provide an independent, confidential, off site professional counselling and referral service.

Managers concerned that an employee may have a problem should, in the first instance, discuss their concerns with the employee (see identifying drug/alcohol abuse section). Where it is clear that there is a problem, advice should be sought from Human Resources who may refer the employee to Occupational Health for additional advice and guidance.

Employees concerned that a work colleague may have a problem with drugs and/or alcohol may wish to discuss this issue with Human Resources or their Line Manager. Should they choose to do so, the Learning Trust will ensure full confidentiality at all times.

In consultation with the employees and their Line Manager, Human Resources will identify the appropriate course of action. Reasonable time off to attend rehabilitation/treatment will be given; subject to the requirement to see evidence of appointment arrangements. Where possible the Learning Trust will guarantee that the employee undertaking treatment will retain their position with the Learning Trust or, where the type of work may have caused the problem, attempt to redeploy them.

Should the treatment involve more than 20 consecutive days away from the workplace the Learning Trust will follow the procedure for dealing with long-term absence outlined in the Sickness and Absence Policy.

Frequent short-term absence as a result of drug and/or alcohol problems will be dealt with under the same policy guidelines.

Alcohol and/or drug dependency uncovered during the course of disciplinary procedures will be supported under this policy.

## **Identifying Drug/Alcohol Abuse**

Research shows that there is no single characteristic that exists to identify drug and/or alcohol abuse. However the following characteristics, especially when occurring in combination or as a pattern over a period of time, may indicate the presence of a drug/alcohol related problem.

It should be noted that items mentioned below can be due to other causes and there may be other characteristics of drugs/alcohol abuse not highlighted:

- Absenteeism – frequent and unexplained absences, excessive sick leave, excessive lateness, leaving work early
- High accident rate – frequent injuries, careless handling of equipment
- Poor work performance – fluctuations in productivity, unreliability, difficulty in concentration, memory slips, not being honest about performance, improbable excuses for poor work, reluctance to accept responsibility
- Misconduct – aggressive behaviour, falling asleep
- Changes in personality – fluctuating relationships with colleagues, irritability, mood swings, lethargy, tendency to blame others, changes in attitude towards authority, over sensitivity to criticism
- Other signs – regularly smelling of alcohol, facial blushing, blurry eyes, hand tremor, unkempt appearance

## **Driving**

All employees who are expected to drive as part of their normal duties should be aware that drug and/or alcohol abuse can affect their ability to drive safely. Heavy drinking during the evening before work can also leave them over the legal drink drive limit. Any employee who has their licence suspended must immediately inform their Line Manager who in turn should inform Human Resources.

## **Smoking**

In accordance with Part 1 of the Health Act 2006, the school is a smoke-free environment – this includes all buildings, out-buildings, playgrounds, playing fields and sheltered areas.

Staff members will adhere to all procedures outlined in the school's Smoke-Free Policy.

Staff members will not smoke on school grounds, including in their personal vehicle, and will not smoke in front of pupils or encourage pupils to smoke.

Any individual who is witnessed smoking on the premises will be subject to disciplinary sanctions, in accordance with the school's Discipline Policy.

## **Further Information**

Further information regarding support available for employees who may have drug/alcohol related problems may be obtained from the Human Resources division. In addition, employees may also contact [Northumberland Recovery Partnership](#) (NRP) - dedicated service for anyone in Northumberland, 18 years old or over, who is experiencing problems with drugs and alcohol.

## **Responsibility**

Whilst it is the duty of all Learning Trust managers to adhere to the principles laid down within the policy, the Chief Executive Officer has overall responsibility for ensuring implementation.

## **Disciplinary Action**

If an individual is found to be under the influence of drugs and/or alcohol whilst on Learning Trust premises they will be escorted from the premises. A report will be issued to the provider and any such employees will not be allowed access to Learning Trust premises until the issue is addressed and resolved to the satisfaction of the Learning Trust.

## **Monitoring and review**

This policy has been written after consultation with employee representatives. Comments relating to the implementation and maintenance of this policy should be directed to the Business Director on 01670 501509 or [mark.tait@the3rivers.net](mailto:mark.tait@the3rivers.net).

All employees will be made aware of the drug and alcohol policy. The policy will be included in the employee handbook and employee information or induction packs.

The drug and alcohol policy will be reviewed tri-annually to ensure that it continues to meet the aims.

## **Appendix 1 - Statutory, voluntary and mutual aid services**

- Talk to Frank  
<http://www.talktofrank.com/>
- Narcotics Anonymous  
<http://ukna.org/>
- Alcoholics Anonymous  
<http://www.alcoholics-anonymous.org.uk/>
- Cocaine Anonymous  
<http://www.cauk.org.uk/index.asp>
- Al-Anon (for friends and family of alcoholics)  
<http://www.al-anonuk.org.uk/>