



Dame Alice Owen's School
The Dame Alice Owen Foundation - 1613

ALCOHOL, DRUGS AND GAMBLING AT WORK POLICY

Policy agreed by the
Governing Body Personnel & Remuneration Committee
To be reviewed
(Review every 2 years)

May 2023
Summer 2025

Professional Associations and/or Trade Unions have been consulted on this policy.
To be monitored by the Governing Body Personnel & Remuneration Committee

1. Scope

This policy applies to all staff. It has been subject to consultation with Trade Unions and does not form part of a staff member's contract of employment and may be varied.

This policy is supported by and should be read in conjunction with other policies, specifically; Health and Attendance, Disciplinary and Code of Conduct.

2. Introduction

We are committed to providing a safe and productive work environment and to promoting the health, safety and wellbeing of our staff.

Alcohol, drug misuse and gambling have a detrimental effect on health, influences work performance, staff relationships, reduces efficiency, increases sickness absence and health and safety risks not only for the individual concerned but also for others, for example staff, students, parents and contractors.

This policy is not intended to apply to "one off" incidents or offences caused by alcohol or drug misuse at work or outside of work, where there is no evidence of an ongoing problem.

Incidences which may damage our reputation will be dealt with under the disciplinary policy and procedure.

3. Purpose

This policy covers the use and misuse of intoxicating substances, which include alcohol, solvents, legal and illegal drugs, prescription and over the counter medicines and other substances that could adversely affect work performance and/or health and safety. It also covers gambling addiction.

It is our policy to:

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

4. Definitions

Drug misuse refers to the use of illegal drugs and/or the misuse of prescribed drugs and substances which change how the body works or feels.

Alcohol misuse is defined as a level of consumption which affects a staff member's ability to carry out their duties.

5. Staff Responsibilities

All staff are expected to ensure that their personal consumption of alcohol or use of prescribed drugs does not interfere with their ability to perform their duties safely and competently.

Any staff member suffering from a gambling, drug and or alcohol addiction should declare such dependency to the Headteacher.

Staff are responsible for allowing sufficient time for intoxicating substances to leave their system before reporting for work. Staff are forbidden from gambling, consuming alcohol or taking illegal drugs at any time during the working day (including breaks) and must not use school property for online gambling.

Exceptions apply to prescribed drugs 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. Staff must notify their line manager if the medication is likely to cause side effects prior to its use.

Staff must inform the Headteacher in all cases where Class A drugs have been prescribed for medical use.

All staff have the duty to report any concerns relating to any breach of the principles in this policy to ensure a safe environment and in recognition of a duty of care for others. All reports should be made to the Headteacher. Any breach of a staff member's responsibilities under this policy are likely to be dealt with in accordance with the Disciplinary Policy and Procedure.

6. Possession or Dealing in Drugs

Possession or dealing in drugs should be reported to the Police immediately. The School will give reasonable consideration, before taking any action, to making a referral to the Local Authority Designated Officer (LADO). The School will not alert the staff member of their intention to call the police and should avoid sending them home until advice has been sought.

7. Driving bans related to drugs and/or alcohol

Where staff are required to drive as part of their conditions of employment and are

disqualified from driving as a result of an alcohol or drugs related offence, the School may consider redeployment. If redeployment within the School is not an option then continuing employment may be at risk.

8. Consumption of alcohol at School events

Whilst this policy stresses that the consumption of alcohol during the working day, including breaks is forbidden, there may be circumstances where the consumption of alcohol may be permitted at the discretion of the Governing Body. It is the responsibility of the Governing Body to clearly define the occasions when the sensible consumption of alcohol will be permitted for example on trips or social events.

Clear guidelines must be put in place so that all staff are fully aware of what the expectations are for the consumption of alcohol at such events and the consequences of a breach of such guidelines e.g., investigation under the disciplinary policy. Staff must demonstrate responsible behaviour and remain professional throughout any social event where despite alcohol being present the staff is considered to be “at work”.

9. Appendix 1 - Support Groups

Organisation	Details	Telephone	Website
HSE (Health & Safety Executive)	Useful section on drugs and alcohol in the workplace	NA	www.hse.gov.uk/alcoholdrugs/index.htm
Alcohol Change UK	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	www.alcoholchange.org.uk
Alcoholics Anonymous (AA)	Website and telephone line supporting a network of local AA groups in the UK	0800 917 7650	www.alcoholics-anonymous.org.uk
NHS	'Alcohol - Know your Limits' website	NA	www.nhs.uk/units
Drinkaware	An independent charity working to reduce alcohol misuse and harm in the UK and help people make better choices about drinking.	0207 766 9900	www.drinkaware.co.uk
Drinkline	A national alcohol helpline supporting anyone that is worried about their own or some else's drinking	0300 123 1110	N/A
FRANK	A free, confidential 24-hour drugs helpline and informative website	0300 123 6600	www.talktofrank.com
Gamblers Anonymous	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	www.gamblersanonymous.org.uk
Gamble Aware	Informative website on Gambling and how to find help	0808 802 0133	www.about.gambleaware.org
Gamcare	Gamcare provides support, information, and advice to anyone suffering through a gambling problem	0808 802 0133	www.gamcare.org.uk
Education Support Partnership	Free telephone support line for all education staff in England, Wales, and Scotland	08000 562 561	www.educationsupportpartnership.org.uk
Samaritans	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	www.samaritans.org

Appendix 3

Interpretation of the Dame Alice Owen School Alcohol, Drugs and Gambling at Work Policy regarding school visits

Drugs and Alcohol guidance

The Governors and staff at Dame Alice Owen's School take very seriously the issue of the use of alcohol or drugs on school visits. All stakeholders are very aware of the unique nature of school trips, which require very high standards of behaviour to guarantee the safety and enjoyment of all participants. To ensure this, the following guidelines are a **requirement** for all school visits organised by Dame Alice Owen's School:

Prescription drugs

The use of prescription drugs by students in Years 7- 9 during a school visit must only take place under the close supervision of teaching staff on the trip. Students over this age will be expected to take responsibility for their own use. Parents must inform staff of any prescription drugs to be taken, and these must be stored by the party leader.

Illegal drugs

There must be no consumption of any unprescribed drugs during any school visit, both as these drugs maybe illegal, and could place the health and safety of all members of the party at risk. Should any student or member of staff be found to have consumed any illegal drug during a school visit, the matter will be taken very seriously through the School's disciplinary code.

Alcohol

No student regardless of age should consume **any** alcohol during a school trip. Should a student be found to have consumed alcohol on a school trip, each case will be considered on its seriousness, but it is likely that the appropriate step would be for the child to return home at the expense of and under the supervision of the parent. Staff should only consume alcohol in moderation on any school trip. (The governors define moderation to be under 4 units on any given day). Should these limits be exceeded, staff will be subject to the relevant disciplinary code.

In the case of residential overseas visits, there will be occasions where the visit leader will nominate staff who are officially on duty and required to avoid alcohol completely, while other staff are only on call and therefore may consume alcohol in moderation as described above.