



## **Staff and Events Alcohol & Drugs Policy**

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## Introduction

Alcohol and drug misuse can have an adverse effect not just on an individual but on their colleagues, pupils, parents/guardians and the public. Having a safe working environment, providing excellent customer service by maintaining productivity levels and avoiding days being lost to illness are all critical to our success.

The King's School, Worcester Foundation (the foundation) requires all staff, Governors and the Parents Associations to comply with this alcohol and drugs policy. Breaches of the policy will be taken very seriously and may be dealt with under the foundation's disciplinary procedure.

For the purpose of this policy, the term 'drugs' means illegal substances (or legal substances which induce similar effects to legal drugs) or other substances, for example, solvents. Drug misuse also refers to the misuse of prescribed medication.

## Part 1 – Staff

The foundation strongly discourages staff from drinking any alcohol or taking drugs prior to driving or reporting to work. Staff must not attend work, or perform their work duties, under the influence of alcohol or drugs under any circumstances.

Staff must not drink alcohol or take drugs during working time, or be under the influence of drugs or alcohol. Working time is any time between when a member of staff reports for work and the time they finish work and includes lunchtimes and foundation trips.

The use, possession, storage, transportation, promotion and/or sale of drugs or drug equipment is forbidden during working time, whether in the workplace or at another location on business.

Staff may be required to undergo testing for alcohol or drugs in their system in certain circumstances.

### **Prescribed medication**

The policy does not stop employees from using prescribed medication, over-the-counter medication or herbal remedies. However, medication such as tranquillisers, sleeping pills, pain-killers, decongestants, cough suppressants, antihistamines (for treatment of hay fever or other allergies) and antidepressants can make people feel drowsy and may affect their work performance or the safety of themselves or others. If an employee is taking any medication they should check the possible side effects with their doctor or pharmacist and let their line manager know, in confidence, that they are taking medication and the possible side effects. Their line manager will, if necessary, make alternative arrangements for them.

### **Assistance**

If a member of staff comes forward voluntarily and seeks help for an alcohol or drug problem they will be given help and support by the foundation. If an employee thinks they have a problem and may be violating this policy as a result, the foundation strongly encourages them to come forward and seek help. The foundation will be sympathetic and ensure the employee gets the help and support they need which may include direction to external specialists. If a member of staff volunteers information to the foundation that they have an alcohol or drug problem they will be treated with dignity at all times.

Any discussions will be in the strictest of confidence.

The foundation recognises that staff may continue to struggle with alcohol or drug dependency even after they have sought and are receiving assistance. The foundation will make every effort to provide ongoing support to employees.

### **Absence**

If staff are absent from work due to their attendance for treatment in relation to alcohol or drug abuse, that absence will be treated as normal sickness absence.

### **Formal procedures**

Whilst the foundation will be sympathetic to employees who are experiencing difficulties with alcohol and drugs, it may be appropriate to implement a disciplinary or capability procedure as appropriate where conduct or performance is not satisfactory, which could result in termination of employment.

Criminal activity while on duty or on the foundation estate involving drugs will, in every case, require the Foundation to alert the police.

## **Part 2 – Alcohol at Foundation events**

The default position for foundation events is that no alcohol is to be served or sold at an event where pupils are present or where the purpose of the event directly involves pupils in some way.

There may be limited exception to this if the event is led and attended by a member of the Foundation Leadership Team in an official capacity, an example being a parental drinks reception, however this will be subject to a risk assessment citing the member of FLT in name and with full responsibility.

If permission is given to sell alcohol at an event without pupils in attendance, the event organiser must apply for a Temporary Events Notice (TEN) through Worcestershire City Council. The Director of Operations or Director of Finance will be able to advise on the process. It should be noted that a minimum of 10 working days is required to process the application.

A risk assessment is to be conducted for all events, and where the selling or serving of alcohol is permitted when pupils are present, mitigation measures are to be outlined to prevent access to pupils and prevent H&S or safeguarding issues from arising.

This part of the policy also applies to all Parents Associations who organise events on the foundation site in their respective schools.

## **Review**

This policy will be reviewed annually or at more frequent intervals if there are relevant legislative changes, and/or the evaluation of the policy highlights the need for a review.

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Position</b>
1	26/09/2022	SC Holden	Director of Operations
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