

ALCOHOL, DRUGS AND SUBSTANCE MISUSE POLICY

Issue 9

September 2025

Approved by:



Head Teacher
Bailey's Court Primary School

Date: September 2025

Authorised by:



Chair of Full Governing Body
Bailey's Court Primary School

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Alcohol, Drugs and Substance Misuse Policy

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CHANGE RECORDS SHEET

Issue No.	Date	Summary of Change	Amended by
1	January 2009	Original policy document.	M Telfer
2	August 2011	Document reviewed; changes highlighted in left hand margin.	D Hickson
3	April 2012	Document reviewed; changes are highlighted in the left hand margin.	W Preedy & J Underhill
4	October 2015	Document reviewed – no changes made	A Lynham
5	September 2017	Document reviewed – no changes made	A Lynham
6	September 2019	Document reviewed – no changes made	A Lynham
7	September 2021	Document reviewed	A Lynham
8	September 2023	Document reviewed	A Lynham
9	September 2025	Document reviewed	A Lynham

SUMMARY

This policy has been agreed by South Gloucestershire Council and the relevant Trade Unions/ Professional Associations recognised by the local authority and has been adopted by the governing body of the school.

This policy should be read in conjunction with all other school policies. If you require further details of this policy then please refer to the Head Teacher.

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This policy will be reviewed every three years.

REFERENCE DOCUMENTS

None

MAIN DOCUMENT

1 INTRODUCTION

The school's governing body recognises its moral and legal duty to provide as safe an environment as possible for all its employees and to ensure the safety of all pupils, other members of the school's staff and the public.

This policy document is concerned with the use of alcohol, illegal drugs and the misuse, whether deliberate or unintentional, or prescribed drugs and substances such as solvents.

Alcohol, drug and substance-related problems are defined as those that impact on an employee's conduct or ability to work safely.

This policy sets out to:

- Ensure the health, safety and welfare of all the school's employees by providing a framework for staff who are experiencing alcohol, drug or substance related problems to address those problems and access help and support at an early stage.
- Reduce the potential detrimental effects of alcohol, drug and substance misuse on the quality of work and performance of staff with alcohol, drug or substance related problems e.g. as a result of absenteeism, reduced productivity, accidents and loss of reputation.

The school values its employees and supports their welfare. It will, therefore, seek to respond to alcohol, drug or substance misuse problems as primarily a health issue, recognising that an employee with a problem can put themselves, pupils, their colleagues and the public at risk of harm. It is the school's intention to respond positively to these issues and to encourage staff with problems to seek help.

2 AIMS OF THE POLICY

These are to:

- (a) Ensure all employees are aware of the school's policy in relation to alcohol, drug and substance misuse and their potential effects and risks.
- (b) Encourage employees with alcohol, drug or substance-related problems to seek early help.
- (c) Ensure that pupils and colleagues are not put at risk as a result of problems.
- (d) Promote a climate that encourages employees to raise issues and concerns where they, or colleagues, have problems related to alcohol, drug and substance misuse.
- (e) Offer confidential support, advice and counselling, or other appropriate assistance, to employees who suspect or know they, or colleagues, have or may be developing problems.
- (f) Ensure that managers are given appropriate support and assistance in dealing with employees who may have a problem.
- (g) Make clear the circumstances relating to misuse that may lead to disciplinary proceedings and possibly dismissal.

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3 POLICY STATEMENT

- (a) Employees of the school must not:
- Consume alcohol or use substances outside working hours that may cause impairment or impact upon their ability to work safely;
 - Report for work if they may be under the influence of alcohol or other substances that may affect their performance.
- (b) Employees, in consultation with their GP or pharmacist, have a responsibility to ensure that prescribed or over-the-counter medication does not impact upon their conduct or ability to work safely. Employees with any reason to believe that their ability may be impaired must report it to the Head Teacher or their designated line-manager.
- (c) All members of staff who drive any school vehicle, or a personal vehicle for business use, have responsibilities under:
- The Road Traffic Act 1991, which sets the legal limit for driving at 35 micrograms of alcohol in 100 millilitres of breath (or 80mgs of alcohol in 100mls of blood).
 - The Road Traffic Act 1988, where a person must not drive, attempt to drive or be in charge of a motor vehicle under the influence of a substance (drugs or alcohol).
- (d) The school does not allow the consumption of alcohol by employees during working hours; this includes staff on school trips when they are they are 'on-duty' and responsible for students in their care. (The only exceptions to this are official functions or special social events, with the express permission of the Head Teacher; in these situations, non-alcoholic drinks must also be provided and consideration given to the differing religious observances of school employees).
- (e) The possession, use, production or supply (selling or giving) of illegal drugs, such as cocaine, heroin, LSD and cannabis, on school premises is forbidden. This will normally be dealt with as a matter of misconduct and must also be reported to the police under the Misuse of Drugs Act 1971.
- (f) Any employee who reports for work in an inappropriate state under the influence of alcohol, drugs or other substances will normally be suspended from work: the school owes a duty of care to pupils and other members of staff.
- (g) The school, 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 school will encourage such employees to receive specialist treatment services to allow them to continue, or return, to work safely.
- (h) The school, however, will take appropriate action when any member of staff is involved in any breach of this policy; this may involve action under the school's Sickness, Capability or Disciplinary policies. Please note: the School's Disciplinary Procedure states that serious incapacity due to alcohol or drugs whilst on duty will normally be regarded as gross misconduct depending upon the seriousness and circumstances of the case.
- (i) The school 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.

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4 SUPPORT FOR PUPILS

The Young People's Drug & Alcohol Service (YPDAS) is provided by South Gloucestershire Council. It provides services for young people under 18 years, whose use of drugs and alcohol is problematic or at risk of becoming difficult to manage. Services provided include: 1:1 counselling, advice and information and referral for specialist treatment such as prescribing and detoxification (when this is appropriate). They also provide advice, consultation and training for professionals working with groups of young people.

5 SUPPORT FOR EMPLOYEES

(a) The Head Teacher may become aware of alcohol, drug or substance misuse by a member of staff in a number of ways, such as:

- The employee seeking help on a voluntary basis through their line manager
- The employee's line manager or a colleague identifying a pattern of deteriorating work performance or obvious signs of alcohol, drug or substance misuse
- A complaint from a pupil or parent.

In whatever way the problem comes to light confidentiality will be maintained and help and support will be offered, consistent with the wider responsibilities of the school.

(b) School employees have access to a number of agencies which can help or advise about alcohol, drug and substance misuse:

- The Authority's Occupational Health Service, IMASS, which can be contacted on 01454 868686
- Interchange, the Staff Counselling Service, available on 0117 983 1465.
- South Gloucestershire Drug and Alcohol Services (SGDAS) – 01454 868750
www.southglos.gov.uk/health-and-social-care/staying-healthy/drugs-and-alcohol/
- Employees are also advised to contact their Trade Union or Professional Organisation for guidance and support.

(c) Where an employee has undertaken treatment and is ready to return to work, the school will seek to provide support in re-integration and rehabilitation back into the workplace, having regard to advice from Occupational Health.

(d) The school expects employees to take advantage of, and respond positively to, treatment offered but it recognises that lapses may occur during the period of recovery, which may lead to an employee returning to substance misuse. Should this occur, the school will review the circumstances of the case and may continue to offer support towards full recovery.

(e) Where an employee fails to take advantage of treatment and/or fails to show the requisite improvement in performance the school may choose to deal with the issue under the appropriate school procedure.

(f) In addition to the policies and guidelines set out in this document employees can access advice and information leaflets through South Gloucestershire Drug and Alcohol Services (available at www.southglos.gov.uk/health-and-social-care/staying-healthy/drugs-and-alcohol/).

6 RESPONSIBILITIES

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6.1 The Governing Body

The Governing Body is responsible for establishing systems and procedures for the safe and efficient management of the school including those set out in this document.

6.2 Head Teacher

The Head Teacher is responsible for the effective implementation of the school's procedures; where it is discovered that a member of staff is under the influence of alcohol, drugs or other substance whilst at work, to the extent that they are at risk of harm to themselves, pupils, colleagues or the public that employee will be sent home (with due regard to their safety) pending a management investigation under the appropriate school procedure.

When it is brought to the Head Teacher's attention that an employee may have an alcohol, drug or substance related problem, he/ she will discuss this with the employee concerned to discuss appropriate support and may contact the schools' Personnel Department for further advice.

6.3 Employees

All members of the school's staff have a responsibility to carry out their duties efficiently and effectively. If their performance is, or is likely to be, impaired due to alcohol, drug or substance misuse they should take suitable action or seek support to address the problem.

All employees must assist with any investigation about their own alcohol, drug or substance misuse and attend any meetings as requested with the Head Teacher, line manager, Occupational Health or other parties and agencies.

Should employees suspect that a colleague's misuse of alcohol, drug or other substance is having an effect on the safe and effective provision of services within the school, they should discuss this in confidence with the Head Teacher or their line manager (an employee who is reluctant to raise concerns should refer to the school's 'Whistle Blowing Policy').

6.4 Schools' Personnel

The schools' Personnel Department is available for advice, information and assistance in accessing professional advice and providing support to the Head Teacher.

A schools' Personnel Officer will provide advice if it is decided that action should be taken in accordance with the school's procedures for capability, misconduct or ill-health.

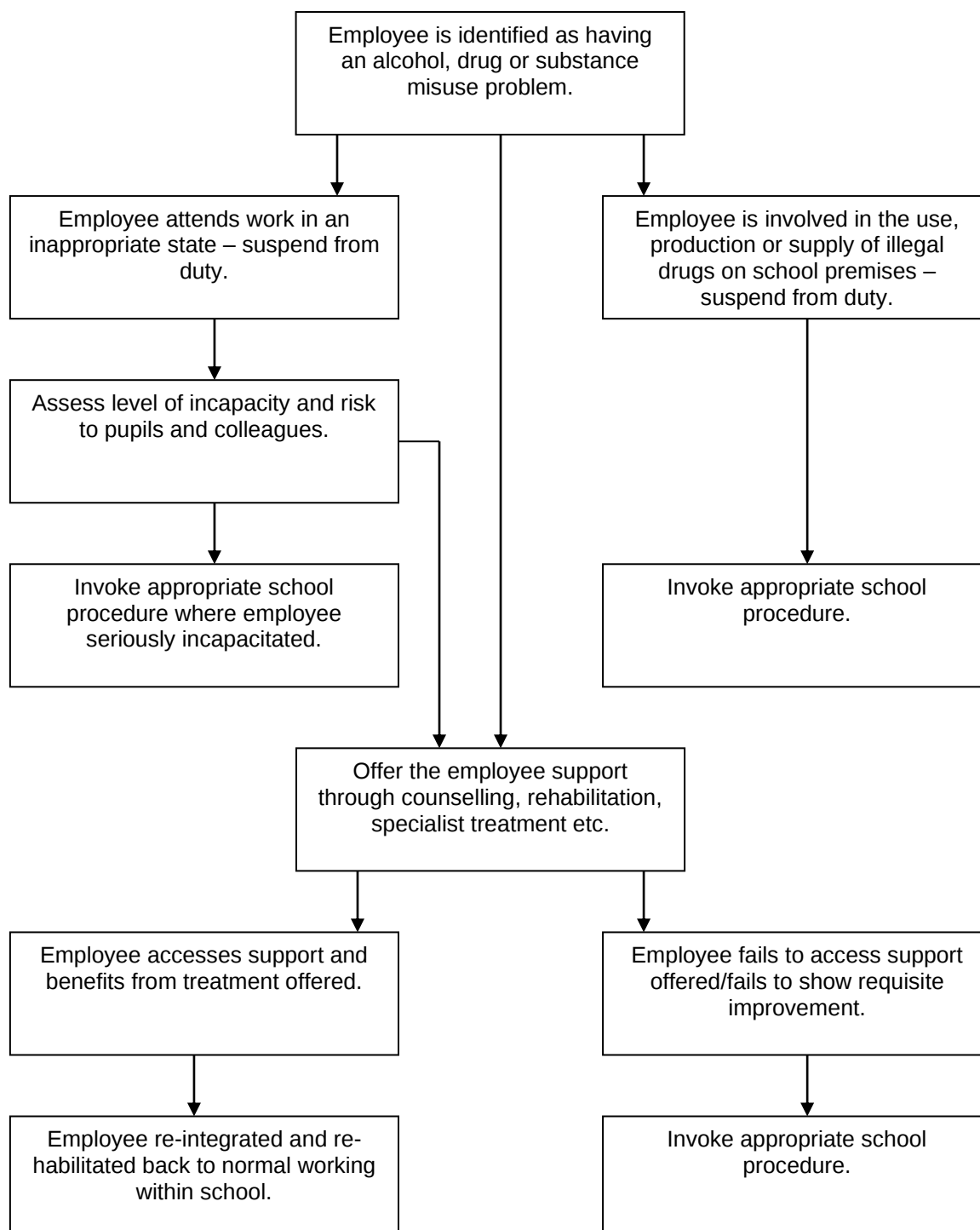
6.5 Occupational Health and Staff Counselling

The local authority's Occupational Health and Staff Counselling Services will provide advice and support to school employees, line managers and the Head Teacher in dealing with alcohol, drug and substance related problems and will facilitate employees receiving specialist treatment.

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APPENDIX A FLOWCHART SUMMARY OF ALCOHOL, DRUGS AND SUBSTANCE MISUSE POLICY

The employee may be accompanied by a trade union representative or work colleague at all stages.



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APPENDIX B WHAT TO DO IF SOMEONE IS OVERDOSING

1. CALL AN AMBULANCE. Don't worry about getting into trouble with the police, paramedics will attend without police unless they have concerns.
2. Explain that it is a stimulant overdose.
3. Only let them drink water – don't force them to though.
4. Put them in the Recovery position.

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APPENDIX C RESPONDING TO INCIDENTS INVOLVING DRUGS

South Gloucestershire LA and DCSF policy states: "Evidence of drug use by a pupil, or possession of a substance should not necessarily result in automatic exclusions. Each incident will be assessed. Different responses will be appropriate to different levels of involvement."

Event	Legal Position	Action	Reference to Drugs Guidance for Schools 2004	Relevant Contacts
1. Drugs or paraphernalia found on school premises.	It is against the law knowingly to allow premises to be used for production, consumption or dealing in substances.	Remove drug/ paraphernalia. Temporarily store drug securely in a designated place (do not dispose of substance yourself). Record the details with a witness present on the Sentinel recording system. Inform head teacher or designated member of staff, who will begin further investigation. Inform LA School Drug Advisor. If illegal: Notify police immediately to arrange collection or disposal and the LA School Drug Advisor. If legal: Alcohol, tobacco or medicines can be returned to the parent or carer or the drug can be disposed of safely (e.g. at a pharmacy).	Section 4.9 Section 4.7 Section 4.8	- Needles/syringes disposal – South Gloucestershire Council Street Care Helpdesk Number 01454 868000. Safer South Gloucestershire Young Peoples Drug and Alcohol Service. A response will be undertaken within 72 hours. - School Drug Advisor 01454 868764 - Young Persons Drug Worker 01454 868763. - Police 101 for your local community offer. - South Gloucestershire LA Press Office 01454 862299.
2. Pupil is found in possession of and or supplying an unauthorised substance.	- It is illegal to search a pupil or their personal property without consent. - There is no legal obligation to divulge a pupil's name. - Schools have responsibilities in loco parentis. - Follow child protection guidelines.	All of the above plus. - Inform parent/carers if appropriate and does not place the child at risk. - Identify the needs of those involved, making a careful assessment of all the circumstances. Referral to a member of the school screening team may be appropriate. See final page for contacts. - Complete a request for single service form. - Follow guidelines within Section 3 of the local LA guidance.	Section 5.5.1 Section 5.3 Section 5	Department for Children and Young People (DCYP) Young Peoples Drug and Alcohol Service. A response will be undertaken within 72 hours. - School Drug Advisor 01454 868764 - Young Persons Drug Worker 01454 868763. - Education Welfare Officer 01454 863377 - School Health Nurse 01454 616767 Ext 214 - Social Services: Child Protection. Severnvalle 01454 866832, Yate 01454 868700 and Kingswood 01454 865384. - Connexions PA. Kingswood 0117 961 2760 Filton 0117 969 8101. - Police 101 for your local community offer.

Record all decisions throughout the process and monitor the outcome for the pupil and school effectiveness of policy and community. Review practice.
Section 5.7

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Event	Legal Position	Action		Reference to Drugs Guidance for Schools 2004	Relevant Contacts
3. Pupils under the influence of a drug (including misuse of a medicine).	As detailed in point 2 above.	- Medical emergency – call for medical help/ambulance and follow first aid procedure until help arrives. - No medical emergency – keep pupil calm and under observation. If intoxicated consider asking parent/carer to collect child. - Ensure safety and well-being of other pupils, e.g. onlookers. And follow all action as detailed in points 1 and 2.	Record all decisions throughout the process and monitor the outcome for the pupil and school effectiveness of policy and community. Review practice. Section 5.7	As detailed in point 1 and 2.	Safer South Gloucestershire Young Peoples Drug and Alcohol Service. A response will be undertaken within 72 hours. - School Drug Advisor 01454 868764 - Young Persons Drug Worker 01454 868763. - Connexions PA. Kingswood 0117 961 2760 Filton 0117 969 8101. - Education Welfare Officer 01454 863377 - School Health Nurse 01454 616767 Ext 214 - Social Services: Child Protection. Severnvale 01454 866832, Yate 01454 868700 and Kingswood 01454 865384. - Families Plus (support for parents/ carers) 0800 073 3011. - Police 101 for your local community offer. - South Gloucestershire Drug and Alcohol Service for adults 01454 868750.
4. Disclosure of drug use: a. Pupil's own drug use. b. Parent's/carers concern about their child's drug use. c. Parent's/carers' drug use.	a. and b. Schools have responsibility in loco parentis. - Follow child protection. c. No legal obligation to inform anyone. However, please follow child protection guidelines if concerned. - If information is about use on the school premises, school will not be able to allow that action to continue.	Consider actions within points 2 and 3 above as necessary. Offer further advice/information. Further action may not be necessary for all disclosures, e.g. smoking. Consider whether drug use could be problematic or indicate other problems requiring further actions. Consider issues of confidentiality.			
5. Illegitimate sale/supply of drugs (legal or illegal) in the school vicinity .	There is no legal obligation to inform police but not to do so may be counter productive.	- If suspected to be illegal schools should decide whether to inform the police. - If alcohol, tobacco or solvents, inform the police and/or trading standards officers. - Inform head teacher or designated member of staff who will begin further investigation. - Inform other staff, LA or Local Authority and parents/carers if appropriate. - Record all decisions as in points above. - Record all actions and outcomes on Sentinel.		Section 5.7	- Safer South Gloucester Young Peoples Drug and Alcohol Service. A response will be undertaken within 72 hours. School Drug Advisor 01454 868764. - Police 101 for your local community offer. - South Gloucestershire LA Press Office 01454 862299.