

2.31 SMOKING, ALCOHOL AND DRUGS POLICY

Smoking

- 1 **No smoking:** The School has obligations to ensure the well-being of all members of staff. To facilitate this and in the interests of providing a pleasant working environment for all, the School prohibits smoking on all School premises at any time except in designated outside smoking areas. (See also 6.5 Non smoking policy).

Alcohol

- 2 **Storage:** The School does not permit alcohol to be stored on School premises unless properly secured and with the agreement of the Head.
- 3 **Under the influence:** It is strictly forbidden to work or to remain at work under the influence of alcohol. If the School considers that you are under the influence of alcohol you may be sent home immediately and disciplinary action will be taken.
- 4 **Entertaining:** Any entertaining on or off School premises must be conducted sensibly. There may be alcoholic drinks at School social functions and the School expects a high standard of behaviour from all members of staff. Whilst you are responsible for your own travel arrangements to and from such functions, the School advises that you do not drive a vehicle after consuming any amount of alcohol.
- 5 **Screening:** The School will, where it considers it appropriate, screen individuals who are suspected of being under the influence of alcohol whilst at work in contravention of this policy. It is your contractual duty to comply with all reasonable requests to undergo any blood or urine tests as deemed necessary by the School. An unreasonable refusal to consent will constitute a disciplinary offence.
- 6 **Confidentiality:** Confidentiality is assured during the screening process and only you, the School Doctor, the person with responsibility for dealing with personnel matters at the School and the Head will have access to the results. Your written consent to disclose the results will be obtained but failure to give such consent could in itself constitute a disciplinary offence.

Drugs

- 7 **Controlled substances:** It is a criminal offence to use, possess or deal in any controlled substances and anyone found through the Disciplinary Procedure to be involved in any of these activities, whether during or outside working hours, will normally be dismissed for gross misconduct. The School will notify the Police where appropriate.
- 8 **At work:** The School does not permit controlled substances (other than prescribed drugs) to be used, stored or sold on School premises.
- 9 **Under the influence:** It is strictly forbidden to come to work or to remain at work under the influence of any drug. If you have been prescribed drugs whose side effects could have an impact on your work or behaviour, you should report this immediately to the Head. If the School considers that you are under the influence of any drug (including prescribed drugs which have or could have affected your work or behaviour and of which you have failed to notify your superior), disciplinary action will be taken.
- 10 **Screening:** The School will where it considers it appropriate search and/or screen individuals for drug use. This may be as a result of suspicion against the individual. It is your contractual duty to comply with all reasonable requests to search you or to

undergo any blood or urine tests as deemed necessary by the School. An unreasonable refusal to consent will constitute a disciplinary offence. A search may include personal property as well as your person.

Person responsible: ETV

Implementation date: 1st March 2003

Reviewed: September 2004, August 2008 , September 2012, September 2013, January 2017