



**ALL SAINTS  
MULTI ACADEMY TRUST**  
BIRMINGHAM  
GOD'S LOVE IN ACTION

# Drug and alcohol Policy

**All Saints Multi Academy Trust**

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## Mission Statement

**Teach children in the way they should go and when they are older, they will not depart from it**

Children are at the heart of everything we do. Through Christian values, relationships, living and learning together we celebrate the uniqueness and diversity of everyone in our family. We nurture a sense of self belief, mutual respect and belonging to build the foundations for happy and successful lives

## 1. Aims, Scope and principles

This policy aims to set and maintain standards of conduct that we expect all staff to follow. Everyone in our MAT has a valuable and important part to play regardless of their role, no-one is more or less important than another member of staff.

This policy should be read in conjunction with the Staff Code of Conduct.

By creating this policy, we aim to ensure our school is an environment where everyone is safe, happy and treated with respect. Our mission statement underpins and forms the values of our MAT and we expect all staff to reflect this.

School staff have an influential position in the school, and will act as role models for pupils by consistently demonstrating high standards of behaviour.

We expect that all teachers will act in accordance with the personal and professional behaviours set out in the Teachers' Standards.

We expect all support staff, trustees, governors and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others.

Failure to follow the code of conduct or drug and alcohol policy may result in disciplinary action being taken, as set out in our staff disciplinary procedures.

Please note that the code of conduct is not exhaustive. If situations arise that are not covered by this code, staff will use their professional judgement and act in the best interests of the school and its pupils.

## 2. Legislation and guidance

In line with the statutory safeguarding guidance '[Keeping Children Safe in Education](#)', we should have a staff code of conduct, which should cover acceptable use of technologies, staff/pupil relationships and communications, including the use of social media.

This policy also complies with our funding agreement and articles of association.

## 3. General principles

All employees in the school are expected to behave professionally.

All employees are expected to comply with the law as it applies to their work in the school, particularly in matters such as health and safety, safeguarding of children, and data protection. They are also expected to carry out their duties in accordance with the relevant policies, procedures, rules and guidance adopted by the Trust board.

## 4. General Expectations

### 4.1 Application and Intent

Employees will be expected to act in accordance with the Drug and Alcohol Policy. Any breach of this policy may result in disciplinary action.

### 4.2 Smoking, Alcohol and Drugs

A drug is defined as any substance which, when taken into the body, affects the chemical composition of the body and how the body functions. Our trust operates a smoke free site and takes the matter of illegal drugs very seriously. We are aware of the increasing problem of drug and alcohol misuse throughout the country and within our community. Our school will play a full part in contributing to efforts across our community to reduce drug and alcohol misuse. To this end, we are committed to working with our staff, parents/carers and children.

School staff will not consume or be under the influence of illegal drugs or alcohol on the school premises. The school will take all reasonable steps to prevent a member of staff carrying out work-related activities if they are considered to be unfit/unsafe to undertake the work as a result of alcohol consumption or substance abuse.

In line with our funding agreement, alcohol will not be purchased using school funds.

The schools are non-smoking educational establishments. No-one is permitted to smoke in any of the class rooms or educational space, or any other building owned or occupied by the MAT, at any time.

Smoking in contravention of the above may result in disciplinary action.

### 4.3 Conduct Outside Work

Staff must not engage in conduct outside work that could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school community. This covers relevant criminal offences, such as violence or possession or use of illegal drugs or sexual misconduct as well as negative comments about the school on social media. These are likely to be regarded as unacceptable and may lead to disciplinary action. Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Staff must adhere to the school's procedures on social networking and e-safety.

The school accepts that alcohol is legally and freely available and acknowledges that some illegal substances are also readily obtainable. Employees should not use illegal substances. Employees must ensure that the use of alcohol out of school does not adversely affect their work performance, and that, in accordance with their obligations under health and safety legislation, they take reasonable care of the health and safety of themselves and other workers whilst at work.

The school will not accept employees arriving at work under the influence of alcohol or illicit drugs and whose ability is impaired in any way by reason of the consumption of alcohol or illicit drugs or who consume alcohol in contravention of the school's policy on the consumption of alcohol or take illicit drugs. They should also have regard to the expectation that they will not bring the school into disrepute. The school has similar expectations around the use of illegal substances, but employees are reminded that any adverse publicity around such use is more likely to damage the school's reputation than are complaints about the employee's abuse of alcohol.

This policy recognises that alcoholism and other addictions are illnesses and that employees should be offered appropriate support through the Managing Attendance Procedure. Schools must also consider the effects of legally prescribed drugs or certain types of medication on the performance of employees and deal with these under the Managing Attendance Procedure, undertaking a risk assessment where necessary and taking occupational health or other specialist advice as appropriate. Employees who are prescribed a type of medication which they have not taken before should make themselves aware of possible side-effects. In accordance with their duty to take reasonable care of their own and their colleagues' health and safety they should advise the school if the medication starts to affect their ability to do their job or travel safely to work, or if there is a likelihood that this will happen. The school should undertake risk assessments and take occupational health or other specialist advice as appropriate.

#### **4.4 Gifts and hospitality**

The offer of any gift or hospitality, whether from outside or inside the MAT, which might be interpreted as an attempt to influence an employee in his or her conduct towards pupils, parents or other employees or influence a decision around provision of a service must be treated with caution. Employees should seek advice if in any doubt. The trust board acknowledges that pupils, parents or fellow-employees often wish to make small gifts (such as sweets) to employees on specific occasions (such as Christmas or at the end of the school year) and sees the spirit of giving as one to be nurtured in children. Any offer of a gift or inducement, whether made at specific occasions or casually, should be declared to the school if the gift is made by, or indirectly by, a person, firm or organization which, to the knowledge of the employee, has, or seeks to do, business of any kind with the MAT which maintains the MAT or to have an interest in its decisions.

The receipt of minor articles, often by way of trade advertisements, as unsolicited gifts for the school rather than for personal use (e.g. diaries, calendars, office requisites, etc., which are customarily distributed at Christmas and, occasionally, at other times) is acceptable.

Where there is any doubt, employees should seek guidance from the Executive Headteacher or Line Manager before accepting any gifts or hospitality offered. In relation to his or her own position the Executive Headteacher should seek guidance from the board of trustees (or an appropriate committee of the trust board) in a formal meeting.

Employees should also take advice before making any gifts to external organizations, or to the employees of such organizations, which either provide services to the school or which are potential providers of such services. They should recognize that gifts could put themselves and/or the employees of those organizations in a difficult or embarrassing position.

#### **4.5 Duty to report**

Employees should not conceal any matter which is their duty to report to the MAT or appropriate public body. This includes their duties in relation to the safeguarding and welfare of children – see:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/354151/Keeping\\_children\\_safe\\_in\\_education\\_Information\\_for\\_staff.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/354151/Keeping_children_safe_in_education_Information_for_staff.pdf)

#### **4.6 'Whistle-blowing'**

Employees considering making a disclosure under the Public Interest Disclosure Act should ensure that they first inform themselves of the law and of the school's policy on the Act, and take advice. Information on whistle-blowing can be found at [Public Concern at Work](#) and on the school server.

#### **4.7 Criminal Charges and Convictions**

An employee must notify the Executive Headteacher if charged with, or convicted of, any criminal offence, or accepts a formal police caution, and should do so as soon as possible after the charge, caution or conviction. If the Executive Headteacher or member of the Leadership Team is the subject of the charge he or she must inform the Chair of Trustees. Depending on the circumstances, failure to inform may result in disciplinary action.

The MAT acknowledges that a caution is not a criminal conviction, but employees must be aware that cautions have to be declared during Disclosure and Barring checks unless they meet the filtering rules of the Disclosure and Barring Service.

The MAT acknowledges that an employee charged with an offence is innocent until proved guilty. However, special considerations will apply if the offence is one of those which is on the list of offences relevant to safeguarding (a full list is available on the Disclosure and Barring Service's website) or if an employee is imprisoned on remand pending trial.

Information given to the MAT will be treated as confidential and stored securely in the same way as other confidential personal information, having regard to the guidance from the Disclosure and Barring Service on the length of time for which particular kinds of information should be stored.

#### **4.8 Publications and Dealing with the Press**

Employees must not make comments to the press or other media, including social networking sites, on behalf of the school or MAT unless specifically authorised to do so by a member of the Leadership Team. Where requests for comments are received they must be passed on to the Executive Headteacher, who may then seek further advice.

Employees should not publish any material which brings the school or MAT into disrepute. Employees may make disclosures of public interest to other appropriate organizations or the press (whistle-blowing) provided that those disclosures meet the legal requirements of the Public Interest Disclosure Act and should take advice from their union or [Public Concern at Work](#) before doing so.

If employees wish to publish an article unconnected with the school or MAT then the article should not link them to the school or MAT.

#### **4.9 Equal Opportunities**

The MAT is committed to the promotion and implementation of equal opportunities both internally and externally.

The MAT aims to ensure that everyone who comes into contact with it is treated equally, and with courtesy and respect, and not in any way disadvantaged by factors which could prevent the implementation of fair policies and operations.

The MAT will recognise the differences which exist and will seek to understand the needs of people within the groups which are afforded protection or assistance through this policy.

The MAT expects all its employees to uphold its Equal Opportunity in Employment Policy, which is available in school, and to accept the duty not to discriminate, either in employment practices or in the provision of facilities and services by reference to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. For faith schools, special exemptions under the Equality Act apply.

#### **4.10 Health and Safety**

Employees have a duty to take reasonable care of themselves and to cooperate with management under the Health and Safety at Work Act 1974. These responsibilities are identified in the school's Health and Safety policy.

Employees are required to act at all times in accordance with this policy and generally to act in such a way to take reasonable care of their own safety and that of others.

Any action which potentially puts at risk the health and/or safety of themselves or others will be viewed seriously and may be investigated under the disciplinary procedure. Employees and other individuals may also face criminal prosecution for breaches of health and safety legislation.

#### **4.11 Attendance**

Employees' contracts of employment contain the main terms and conditions of their employment with the MAT.

Employees must follow the MAT's requirements for reporting absence due to sickness and for helping the MAT ensure that it has a record of all persons on the premises and of any approved overtime working. It is expected that employees are available for work during the hours specified in their contract and take an unpaid lunch break.

#### **4.12 Disciplinary, capability and grievance procedures**

The MAT has formal procedures for staff discipline, capability and grievances. The Executive Headteacher should ensure that these are made available to all employees.

#### **4.13 Following Instructions**

Employees are expected to follow all reasonable and proper instructions by a person with the authority in school to issue such instructions unless:

- There is a danger to a person's health and safety.
- They are in conflict with British Values as defined in law from time to time.
- There is good reason to believe that the instructions are improper, for example by conflicting with the safeguarding of children, the financial regulations or other aspects of the law.
- It does not comply with school policy and practice.

The Executive Headteacher, Head of School and Leadership Team within the school must be able to justify their instructions and decisions in line with their delegations, authority, and school policy and procedures, and be open and respond promptly to questions.

**Signed:**

**Date:**

**Name:**