

CAMBRIAN

Nurturing Growth - Inspiring Minds



Drugs and Alcohol Policy

2025

This document applies to all academies and operations of Cambrian Learning Trust.

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Introduction

1. Cambrian Learning Trust is committed to providing a safe, healthy and effective working environment for the benefit of all employees and to maintain and increase our ability to offer high standards of service.
2. This policy applies to all Trust employees including temporary staff and all employees in schools.
3. Cambrian Learning Trust has a responsibility for the health, safety and welfare of its employees and recognises that their wellbeing is important. The aim is for all employees to be aware of the personal and service delivery risks associated with drug and alcohol misuse, and to ensure that no one is put at risk by the inappropriate use of drugs or alcohol.

If you have concerns about your own, or someone else's, use of drugs or alcohol, you can speak confidentially and get advice from the [Employee Assistance Program](#). Alternatively, speak to your GP.

4. Employees also have a responsibility for their own health and safety and welfare during working hours and outside of working hours where the inappropriate use of drugs and alcohol may affect behaviour and performance at work.
5. The policy sets out the ways in which employees, who may be experiencing problems through the misuse of drugs and/or alcohol, are treated with care and concern and are provided with appropriate support.
6. In this policy the term 'misuse of drugs' encompasses the misuse of over-the-counter or prescription drugs as well as substance misuse e.g. glue, solvents etc. and psychoactive substances ("legal highs") as defined in the Psychoactive Substances Act 2016.

Policy

7. The taking of illegal drugs is a criminal activity and will be treated as such by the Trust.
8. Drinking alcohol is not a criminal activity, it is a matter for individuals to decide for themselves whether it is appropriate to drink alcohol. However, the use of either alcohol or drugs must not adversely impact on safety or the workplace, driving or work performance, compromise service provision, or bring CLT into disrepute.

9. The consumption of alcohol while on duty or on CLT premises is prohibited, with the exception of officially sanctioned work events where alcohol is provided. However, at such events, trust employees are expected to comply with the standards of behaviour set out in this policy, the CLT Code of Conduct and the CLT Dignity at Work Policy.
10. Consumption of alcohol during lunch/break periods and immediately prior to commencing work is prohibited due to working with children and young people.
11. Employees are not permitted to consume any alcohol within a public house, social club, restaurant or similar establishment while wearing their uniform / work badge, or otherwise identifiable as a trust employee
12. The Trust will take immediate action where employees are suspected or found to be involved in illegal activities relating to the use or supply of drugs at work. This could include contacting the DSL, LADO and Police and taking action under the relevant policies and assessing your suitability to work with children and young people.
13. CLT is committed to helping staff overcome problems with alcohol and/or drugs in a sympathetic and confidential manner. However, confidentiality cannot be maintained where there is a clear danger to the individual or to others. This may also apply where a criminal act is involved or suspected.

Use of drugs and alcohol outside of work

- If the use of drugs or alcohol outside of work is found to be affecting an employee's attendance or performance at work, then disciplinary action may be taken.
- If an employee is subject to criminal investigation or proceedings in relation to the use or supply of illegal substances outside of work, the implications of this on their employment will be considered in conjunction with LADO and the Police, and this may result in disciplinary action.

Common signs of drug or alcohol misuse

- Indicators or inappropriate drug and/or alcohol use may include lateness, absenteeism, poor work and output, poor appearance and unreliability, the smell of alcohol, bad relations with colleagues, impaired speech, concentration, co-ordination memory or judgement, and accidents.
- Where managers suspect staff to be under the influence of drugs or alcohol, they are required to refer the matter to the Head teacher and plan how to address the concerns.

- Any employee unable to perform their duties as a result of alcohol or drug consumption or are believed to be under the influence will be required to leave work at once. It may be necessary to provide someone to accompany an employee in extreme cases. Investigations will be undertaken to consider whether disciplinary action is necessary and may result in dismissal. While investigations are carried out the employee may be assigned to alternative work or suspended from duties.
- If the consumption of drugs or alcohol results in misconduct or incompetence, formal action may be taken.

Management of drug or alcohol problems

- Where employees are found to have problems related to drug and/or alcohol misuse, this will initially be treated as a health matter and normal benefits under sick pay provision will apply. In addition, and as far as reasonably practicable, time off with pay will be given to support the employee to access specialist services and attend any appointments. Proof of appointments may be requested by the manager.
- The Trust will take reasonable steps to support employees to access specialist services. This could include, with the employee's consent, making a referral to Occupational Health to obtain specialist services on their behalf.
- A risk assessment will be carried out and adjustments may be made to the employee's duties e.g. no driving. The responsibility for accepting treatment will remain with the individual employee.
- Where the policy is not adhered to, or where employees are reluctant or refuse to accept appropriate support, or where a particular incident of misconduct occurs, use of the Disciplinary & Capability Procedure will be considered.
- The Trust would not normally take action affecting an employee's job for reasons of alcohol and/or drug abuse providing s/he is receiving treatment, and there is a sustained, gradual return to satisfactory work performance within a reasonable time period, provided that this does not constitute a breach of the law.
- Where retention of an employee's job during treatment would constitute such a breach, the Trust will make every effort to find a suitable alternative redeployment.
- The Trust will consult the employee and ask the Occupational Health Service for advice concerning the time period which should be allowed for a return to satisfactory work performance. The school and the HR lead will regularly review the progress of employees during and after treatment.
- The employee will continue to be responsible for his/her work record. If there is no

improvement in work performance within a reasonable time period, the normal Disciplinary & Capability procedures will be followed.

- Employees wishing to reduce their use of prescribed medicines should not do so without medical supervision by their doctor.

Managers Responsibility

14. Manager's responsibilities are as follows:

- ensuring all staff are aware of this policy, their responsibilities and the risks of alcohol and drug misuse.
- Be mindful of their role in setting standards of good behaviour
- Advise staff of the sources of help available
- ensuring alcohol is not consumed at work; unless officially sanctioned at a work event.
- recognising the signs of drug or alcohol misuse.
- taking action promptly if they consider that an employee's behaviour or performance at work is affected by the consumption of alcohol or drugs. This may include requiring an employee to refrain from work.
- ensuring matters are dealt with sensitively and confidentiality.
- seeking advice from the CLT HR team.

Employees Responsibility

15. Employee's responsibilities are as follows:

- familiarising themselves with this policy and complying with the standards expected.
- be aware that the consumption of drugs or alcohol whilst actually at work is prohibited with the exception of officially sanctioned work events where alcohol is provided
- Not to drink and drive whilst on CLT business
- maintaining professional conduct at all times.
- avoiding the consumption of alcohol in public places while identifiable as a trust employee.
- ensuring their consumption of alcohol outside of work time does not affect their behaviour or performance at work.
- speaking to a manager immediately, if they suspect a colleague's work is being affected by their use of drugs or alcohol.

- seeking support and help for drug or alcohol misuse, particularly where this may be affecting behaviour or work performance.
- being aware that some drugs, including prescribed medications, can remain in the system for lengthy periods and can impact on driving, work performance and behaviour. Employees should seek medical advice from their GP and should let their manager know immediately if their performance at work is likely to be affected. The manager may wish to seek advice from the trust's Occupational Health Service.
- Appreciate that if alcohol consumed during lunch/break periods, and immediately prior to work, resulted in an unacceptable effect on their behaviour or work performance, this could lead to Disciplinary & Capability action.

Advice and support

If employees are concerned about a drug or alcohol problem within their workplace, whether their own situation or someone else's, they are strongly advised to speak to the Head teacher.

Additional information is available from:

- [FRANK](#) (formerly the National Drugs helpline): 0300 123 6600 or email frank@talktofrank.com
- [Drugscope](http://www.drugscope.org.uk): www.drugscope.org.uk
- [Alcohol Concern](http://www.alcoholconcern.org.uk): www.alcoholconcern.org.uk or call Drinkline on 0300 123 1110
- NHS: <https://www.nhs.uk/conditions/alcohol-misuse/>
- Trade Unions may also be able to offer support and advice.