

Document Name:	Drugs, Alcohol and Substance Misuse
Document Type:	Policy and procedure

Version Date:	February 2023	Review Date:	February 2026
Department:	Centre Management	Document Author:	Centre Manager

Approval Route:	Centre Manager
Approval Date:	March 2020
Who has been consulted:	Designated Safeguarding Lead
Equality Assessment Completed:	N/A
Version:	5

Document Information
Scope: Being under the influence of alcohol or drugs can seriously impair an individual's judgement and reactions leading to an increased risk of accidents and injuries occurring.
Key Objectives: To ensure the safety of all participants, employees, workers, and visitors by having clear rules in place regarding use and possession of alcohol and drugs, and to support those who have reported a problem with alcohol or drug dependence.
Outcomes: Provide a safe environment, for all participants, employees, workers, and visitors that protects from the consequences of drug, alcohol and substance misuse.

Introduction

1. For the purpose of the policy, alcohol dependence is defined as:

"The habitual drinking of intoxicating liquor by participants, employees, workers or visitors, whereby the student/employee's ability to perform his/her duties is impaired or his/her attendance at work is interfered with, or he/she endangers the safety of others".

2. Drug dependence is defined as:

"The habitual taking of drugs by participants, employees, workers or visitors other than drugs prescribed as medication, whereby the participants, employees, workers or visitors' ability to perform his/her duties is impaired, or his/her attendance at work is interfered with, or he/she endangers the safety of others".

3. This policy applies at all times to the Centre's buildings and grounds and is equally applicable to:

- participants
- staff
- volunteers
- governors
- parents
- visitors
- contractors
- those using our facilities as part of our community and adult programmes
- those hiring our buildings and grounds
- others who come onto the site on occasion, for whatever purpose

- those undertaking activities with participants for which the Centre is responsible
- any form of transport used specifically for Centre purposes

Principles

4. All participants, employees, workers, or visitors will be treated consistently and fairly in line with this policy.
5. The rules on alcohol and drugs will be strictly enforced.
6. Those who admit to having a problem with alcohol or drugs shall be fully supported by the Centre Manager.
7. Participants, employees, workers, or visitors with an illness related to alcohol or drugs are encouraged to disclose this at the earliest opportunity to ensure support and help with treatment.
8. Misconduct in relation to alcohol and drugs will be dealt with in relation to the disciplinary policy.
9. Problems with attendance or a long-term alcohol/drugs related illness will be managed in line with the sickness absence policy and the capability policy.
10. All matters concerning alcohol and drugs shall be treated as confidential.
11. This policy is designed to comply with relevant legislation such as the Health and Safety at Work Act 1974 and the Misuse of Drugs Act 1971

Procedures and Responsibilities for Alcohol and Drugs Management

12. The Centre's policy is that at all times whilst on work premises participants, employees, workers or visitors must be free from the influence of drugs or alcohol. This will help to ensure the health and safety of students/employees and others with whom they come into contact, to maintain the efficient and effective operation of the business, and to ensure customers receive the service they require.
13. No participants, employees, workers or visitors at the Centre shall:

- Report or try to report for training/work when unfit due to alcohol or drugs (whether legal or illegal) or to substance abuse. The decision as to whether participants, employees, workers or visitors are fit for work is a matter for the reasonable opinion of centre management.
 - Be in possession of alcohol or drugs that are deemed both legal and illegal.
 - Supply others with drugs that are deemed both legal and illegal.
 - Supply others with alcohol
 - Consume alcohol, illegal drugs or abuse any substance whilst at work unless accompanied by a prescription.
14. In addition, participants, employees, workers or visitors must:
- Ensure they are aware of the side effects of any prescription drugs.
 - Advise the Centre Manager immediately of any side effects of prescription drugs, which may affect work performance or the health and safety of themselves or others. For example, drowsiness.
15. Contravention of this policy is gross misconduct and the Centre will take disciplinary action for any breach of these, which may include dismissal. In the case of voluntary workers or contractors, services may be terminated immediately upon a breach of this policy.
16. When there is reasonable belief that an individual is under the influence of alcohol or drugs on reporting for training/work or during the course of training/work, (for example if there was a strong smell of alcohol on the person's breath), they must be sent home immediately.
17. In addition, possession of or dealing in illegal drugs on Centre premises will, without exception, be reported to the Police.

Help and support

18. The Centre will endeavour to ensure that advice and help is made available to any participants, employees, workers or visitors who feels they have a problem with alcohol or drug misuse. In the first instance, individuals will be encouraged to seek help from their General Practitioner.
19. Under these circumstances with the individual's consent, a referral will be made to the Occupational Health service. It may occasionally be necessary to request that the individual refrains from training/work temporarily, or undertakes restricted duties to ensure their own safety and that of others. The Centre may also allow additional time off (normally unpaid for employees) for the individual to obtain treatment or attend support groups.
20. Any participants, employees, workers or visitors who seek the assistance of the Centre in finding treatment for a drugs or alcohol problem have the Centre's complete assurance of confidentiality.
21. Useful links.

Alcoholics Anonymous
Tel 0845 769 7555
www.alcoholics-anonymous.org.uk

ACAD
(Advice and Counselling on Alcohol and Drugs)
www.acad.org.uk

NHS
(Information and advice from the National Health Service)
www.nhs.uk

END