



Nourishing the fitrah of each unique child

Alcohol and Drugs Policy

“O you who believe! Approach not AsSalat (the prayer) when you are in a drunken state until you know (the meaning) of what you utter...”

Surah An Nisa 4:43

Adopted: January 2024	Review: January 2025	Alcohol and Drugs Monitor: School Administrator
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Alcohol and Drugs Policy

Alcohol and drug misuse can have an adverse effect not just on an individual but on their colleagues, parents/guardians and visitors. Having a safe working environment, providing excellent service by maintaining productivity levels and avoiding days being lost to illness are all critical to our success.

Unique Academy requires all staff and volunteers to comply with this alcohol and drugs policy. Breaches of this policy will be taken very seriously and may be dealt with under our disciplinary procedure.

For the purpose of this policy, the term “drugs” means illegal substances (or legal substances which induce similar effects to legal drugs) or other substances, for example, solvents. Drug misuse also refers to the misuse of prescribed medication.

Policy

At Unique Academy, we strongly discourage staff from drinking any alcohol or taking drugs prior to driving or reporting to work. Staff must not attend work or perform their work duties under the influence of alcohol or drugs under any circumstances.

Staff must not drink alcohol or take drugs during working time or be under the influence of drugs or alcohol. Working time is any time between when a member of staff reports for work and the time they finish work and includes lunchtimes. It includes any period of call out whilst on standby duty or overtime working.

The use, possession, storage, transportation, promotion and/or sale of drugs or drug equipment is forbidden during working time whether in the workplace or at another location whilst representing the school.

Staff and volunteers may be required to undergo testing for alcohol or drugs in their system in certain circumstances, if there are concerns of alcohol or drug consumption.

Prescribed Medication

The policy does not stop staff and volunteers from using prescribed medication, over-the-counter medication or herbal remedies. However, medication such as tranquillisers, sleeping pills, pain-killers, decongestants, cough suppressants, antihistamines (for treatment of hay fever or other allergies) and antidepressants can make people feel drowsy and may affect their work performance or the safety of themselves or others. If an employee is taking any medication they should:

- check the possible side effects with their doctor or pharmacist and
- let their line manager know, in confidence, that they are taking medication and the possible side effects. Their line manager will, if necessary, make alternative arrangements for them.



Assistance

If a member of staff comes forward voluntarily and seeks help for an alcohol or drug problem they will be given help and support by the school. If a member of staff thinks they have a problem and may be violating this policy as a result, the school strongly encourages them to come forward and seek help. The school will be sympathetic and ensure the member of staff gets the help and support they need which may include direction to external specialists. If a member of staff voluntarily shares information to the school that they have an alcohol or drug problem, they will be treated with dignity at all times.

At Unique Academy, we recognise that employees may continue to struggle with alcohol or drug dependency even after they have sought and are receiving assistance. Therefore, we will make every effort to provide ongoing support to our staff.

Absence

If a member of staff is absent from work due to their attendance for treatment in relation to alcohol or drug abuse, that absence will be treated as normal sickness absence.

Formal Procedures

Whilst our school will be sympathetic to members of staff who are experiencing difficulties with alcohol and drugs, it may be appropriate to implement a disciplinary or capability procedure as appropriate where conduct or performance is not satisfactory and which could result in termination of employment.

Criminal activity in the workplace involving drugs will, in every case, require the school to alert the police.

Testing

The benefit of testing is that it provides an objective way of measuring whether an employee has used alcohol or drugs rather than relying on the personal opinion of a colleague.

Tests will be carried out where the school leaders have reasonable grounds to believe that an individual within the scope of this policy is under the influence of alcohol or drugs.

The test will be carried out by an independent and reputable external screening organisation under a tightly controlled procedure, ensuring the results are fair, accurate and objective. Tests will be carried out with dignity.

A member of staff may nominate a colleague to witness the test where this is reasonable and practical and the school will try to arrange this where requested. The school will take appropriate action in response to any attempt by a member of staff to falsify a test result and this may result in disciplinary action under the school's disciplinary procedures up to and including dismissal.

Where an individual has taken a test and then been required to leave the premises and the screening result is not available by the time they should next start work, depending on the circumstances requiring them to be tested, they will either remain suspended from duty on contractual pay or be re-allocated to risk-free work until the results arrive.

A member of staff refusing to be tested under the provisions of this policy may be subject to appropriate action including disciplinary action under the school's disciplinary procedures up to and including dismissal.



All personal data collected for this purpose will be processed in line with the current Data Protection Act 2018.