



Growing together, hand in hand

Alcohol & Drug Policy

May 2025

Audience:	Governors/Staff/
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Post-holder responsible for Review:	Co-Headteacher/Office manager

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This information can be made available in a range of formats and languages including Braille and large print.

If this would be useful, please contact your Head Teacher or HR Provider.

1. Introduction

At (*insert name of school.....*), we want to provide a safe and professional working environment for everyone. This includes, as far as is reasonably practicable, promoting the good health and wellbeing of all its employees.

The school recognises the importance of balancing respect for employee privacy with the need to maintain a safe and productive working environment, free from the impairing effects of alcohol and drugs.

Alcohol and drug misuse is when an individual drinks alcohol, or takes illegal drugs, medicines, or substances such as solvents, in a way that is harmful. Alcohol and drugs can have serious consequences for safety by affecting our behaviour, judgement and how people perform everyday activities and their work. Therefore, it is important that you and anyone else working in our premises, are clear about what we expect when it comes to alcohol and drugs at work. We also want you to know that if you feel you may have or are developing a dependency on alcohol or drug there is support available for you. You should not feel alone in these struggles, you can speak to your line manager who will be able to signpost you to support that is available.

2. Guiding Principles

We are committed to developing policies and processes that reflect our People Strategy, Values and contribute to promoting a positive working environment. The principles that underpin this are:

- Encouraging adult-to-adult conversations where everyone acts to address workplace concerns early through day-to-day conversations.
- Being supportive, proactive and solution focussed, addressing concerns quickly and fairly, tailored to individual needs.
- Recognising that everyone has a responsibility and role to play in creating the right conditions to do their job well.
- Focussing on wellbeing and building trust within the workplace
- Developing policies that support diversity and inclusion and promote an inclusive work environment free from any form of discrimination, bullying, harassment, or victimisation.
- Holding ourselves and each other to account to always behave and act in the best interests of the school and the people of Staffordshire.

3. Purpose

The purpose of this policy is to outline our approach to potential alcohol or drugs issues identified at work. It aims to help you understand what support is in place for you to overcome/manage these

issues to ensure satisfactory performance and conduct at work, optimise your health and wellbeing and to meet our Health and Safety obligations.

It sets out when and how testing will be carried out, who will carry out the testing and what will be done with the results of any tests.

As well as covering how we will manage situations or concerns arising in the work environment or as part of work duties, it identifies what we consider when issues come to light due to external matters, such as a drink driving ban.

Any breach of this policy or your responsibilities may lead to disciplinary action, up to and including summary dismissal for our own employees. Concerns about others working on our sites must be taken up with the relevant agency/employer immediately by the person in control of the workplace/ school site.

4. Definitions of terms used in this Policy.

Alcohol – Includes, but is not limited to distilled spirits, liquor, beer, wine, malt liquor, or any other intoxicants used for beverage or food purposes.

At Work – Includes any period during which an employee is working for the school and is carrying out their activities or duties when representing the school, whether on school premises or elsewhere on school business including, working remotely and from home.

School – Includes all premises the School has responsibility for including all School vehicles. The term School Premises also applies to all occasions when an employee is at work, including remote working and or from home.

Dependency – When an employee has adapted physically and/or psychologically to the presence of alcohol or drugs and would suffer if they were withdrawn abruptly.

Drug – Any psychoactive substance (a drug that has the potential to affect mood, thought process or perception), available both legally and illegally.

Employee – A directly employed person of the School or any other person who carries out work for the School and includes but is not limited to agency staff, contractors, and sub-contractors.

Illegal Drugs – All drugs covered by the Misuse of Drugs Act (1971) as amended.

Impaired (Alcohol) – In terms of this policy, an employee whose Breath Alcohol Concentration exceeds 35mcg per 100ml (the School minimum standard level for alcohol), (to be confirmed by an appropriate test) is deemed to be impaired due to the use of alcohol and therefore in contravention of this policy. Note this is the equivalent of 0.8% Blood Alcohol concentration.

Impaired (Drugs) – In terms of this policy, an employee proven to have consumed illegal drugs or misused any other drug, (to be confirmed by an appropriate test) is deemed to be impaired due to the use of drugs and therefore in contravention of this policy.

Misuse – Applies to using drugs in an unsanctioned way. For example, any illegal drug use, the misuse of prescription drugs, even if prescribed for the employee, or using drugs for non-medical purposes without proper direction to do so from an appropriately qualified person such as a medical practitioner or

pharmacist. It also applies to using alcohol or drugs in a way that is harmful/hazardous to the employee or to others and which is likely to distort perception and response.

Reasonable Cause – means when there are facts and circumstances to suggest that there is reason to suspect that the post holder may or has been misusing alcohol or drugs, which may or has resulted in the individual being unable to perform their duties at work with due diligence.

Safety Critical - Safety critical refers to a position which requires the post holder to perform duties which are directly related to the safe operation or security of a facility, piece of equipment or vehicle, handling of chemicals, supervision of young people or vulnerable adults, or undertaking work at height/working in a confined spaces and which, if not performed properly, could result in a serious safety risk or environmental hazard to employees, service users, young people, a facility or the general public. It also includes:

- An employee who has the responsibility of supervising employees who perform such duties shall also be considered as occupying a safety critical position.
- All customer-facing posts will be deemed to be safety critical due to the responsibility an employee has for a customer on school premises.
- Any employee who drives or may be expected to drive whilst undertaking their school duties will also be deemed to be safety critical.
- Any other posts, which the school at its own discretion, deem to be safety critical.

5. Scope of Policy

This policy applies to all our employees and anyone else working in or at our premises. This includes employees, workers, agency workers, contractors, volunteers, interns, and apprentices.

This policy does not form part of your contract of employment or any other contract to provide services and can be amended from time to time and in consultation with our recognised trade unions.

This policy shall be used in accordance with the school's Data Protection Policy and the Data Protection Act 2018

This policy has been implemented following consultation with our recognised trade unions and may be amended from time-to-time following consultation with recognised trade unions.

Decisions will be made in line with the school's scheme of delegation.

6. Understanding how alcohol and drugs can affect you at work

Every one of our actions depends on messages from the brain. Alcohol and drugs can delay and disrupt these messages. The earlier alcohol and drug problems are identified, the greater the success of any intervention offered.

The short-term effects of alcohol and drugs interfere with:

Coordination: reducing the ability of the brain to control eyes, hands, and feet

Reaction speed: slowing down our ability to react to a dangerous situation.

Judging distances: stopping us judging distances accurately

Decision making affecting our ability to make rational, well-considered and safe decisions.

Short-term memory: making us forget what we have done or what we should do next.

Mixing alcohol and drugs can produce unpredictable results and is extremely dangerous.

7. Early Considerations

If your manager/ Head Teacher/ Chair of Governors notices any signs that suggest you could have a problem or dependency, they will not jump to conclusions but have a sensitive conversation with you without undue delay. This may be via normal management discussions, such as your 1-2-1's.

The purpose of these early conversations is to try to understand the situation. If drugs or alcohol use are a feature of any observations your manager may have had, they will offer some early intervention and support. This is to prevent problems developing within the workplace which breach Health and Safety at work obligations and our expectations in relation to drugs and alcohol misuse.

Similarly, if you feel that you have or are developing a dependency on alcohol or drugs, you are strongly encouraged to voluntarily seek help and support from your manager (or senior manager) **before:**

- An unacceptable conduct or performance issue has arisen or,
- a test takes place, or
- you have contravened/breached our expectations in this policy.

This is even more important if you are in a safety critical role, where due consideration will need to be given to any risks of you undertaking your role. If you come and approach your manager voluntarily before there is a problem, we will support you and we will discuss a voluntary rehabilitation agreement and a risk assessment.

There will be a requirement for you to adhere to your voluntary rehabilitation agreement and risk assessment. Failure to do so, will constitute as gross misconduct under our Disciplinary Policy.

The types of support your manager will offer are as follows, although are not exhaustive:

- Encouraging you to see your GP.
Referring you to the schools occupational health provider, and/or counselling provider.
- Setting out a voluntary rehabilitation agreement with you.
- Undertaking an individual risk assessment.
- Signposting you to the national and local specialist support available

Notes of relevant discussions and actions will be captured and agreed between you and your manager as normal. These will be sufficient to identify where issues, actions and support are discussed.

Confidentiality will be maintained unless we have concerns about your safety or that of other people. This may include raising any safeguarding concerns or informing professional bodies if it could affect your ability to carry out your role safely. However, we will discuss any concerns with you, prior to making a referral.

8. Our Expectations

We have a duty to ensure a safe working environment and not to expose you or others affected by our activities and services to any unnecessary risk.

Further as a condition of service and as outlined in the School's code of conduct all employees are expected to maintain conduct of the highest standard so that public confidence in their integrity is maintained.

For this reason, we set out below the clear expectations placed upon you as an employee of the school in relation to alcohol and drugs. Any breach of these expectations may lead to disciplinary action, including dismissal, under the Disciplinary Policy.

8.1 Coming into work.

We expect you to report for work fit and to remain fit to perform your duties. Therefore, you must not report for work whilst under the influence of and / or in excess of the limits set out by name of school for alcohol or impaired by drugs.

8.2 During work

You must not take or be impaired by drugs or be impaired by alcohol during any working hours, or whilst on duty (including periods of standby or on call) regardless of where you are located except as provided for in this policy.

Further you must not be in possession of, sell, or purchase illegal drugs whilst at work, involved in any work-related event or in any way representing the school. This also includes online activity. Such activity is a criminal offence and as such we will be required to notify the Police. Any breach will be treated as gross misconduct up to and including summary dismissal.

8.3 At a work or corporate/school event

Corporate events are when you attend an event, on behalf of the school, or where we are supporting your attendance at the event. For example, we may be providing you with time off, payment of fees, payment of travel etc. It could be an event taking place within or outside the workplace.

Employees may consume alcohol at school arranged functions. However, if alcohol is consumed, you must not drive a vehicle or return to work on any of the school's premises whilst in excess of the school's level for alcohol. Such functions will, when possible, be arranged for times when employees do not have to return to work having consumed alcohol.

Employees must remember that they are representing the school and ensure that their behaviour is appropriate, lawful and does not offend, harass, or irritate others present, nor does it in any way, bring the school into disrepute or undermine its values or brands.

8.4 Out of work

Even if not in work (or standby) we would expect any contact with your colleagues and / or manager / senior managers / customers / service users to not be impaired by alcohol and / or drugs.

9. How we deal with any suspected breach of expectations

Suspected breaches of our expectations will not always manifest in the same way. Some may be based on early signs becoming unacceptable. Other breaches may be due to the testing process which is outlined in Section 11, such as after a test due to reasonable cause, an accident or incident. Hence the type of conversation and process may vary depending on the circumstances.

In general terms, if a manager has reasonable cause to think that you are under the influence of alcohol or drugs whilst at work or have breached any of the expectations outlined in this policy, they will speak to you about the situation.

You will be given the opportunity to respond to the concerns outlined.

Your manager will take a holistic view and consider:

- The facts and observations of your behaviour/performance /conduct.
- Any recognition from yourself that you have an issue, willingness to seek help...etc.
- Your role, including the service you provide as well as any safety critical nature of your role.
- Any previous voluntary rehabilitation agreements and/or information from the school's occupational health provider / counselling service.
- Advice from the School's HR Provider and / or Health, Safety and Wellbeing colleagues.

Actions that may follow, although not exhaustive, include:

- Referral to school's occupational health provider and/or
- Initiate testing for reasonable cause process as outlined in [Appendix A](#) and/or
- Arrangements to ensure you safely go home and/or
- Commencement of a formal disciplinary process (including suspension where appropriate) and / or
- Entering into a voluntary rehabilitation agreement with you

Excluding breaches of the testing thresholds, outlined in Section 10, substance or alcohol misuse is not in itself grounds for dismissal unless:

- You have entered into a voluntary rehabilitation agreement or treatment programme, but you have not maintained abstinence and/or achieved regular attendance on any treatment / rehabilitation programme and your conduct and / or performance is unacceptable.

and/or

- You have failed to participate in an alcohol or drug screening testing process where requested.

We reserve the right to manage the above breaches, under the Disciplinary Policy adopted by the school.

Any unacceptable behaviour or level of performance will be managed on a case-by-case basis.

Any current disciplinary procedures associated with alcohol or substance misuse may be paused or continue whilst treatment is ongoing.

10. When will we test for drugs and alcohol misuse?

We might test you for drugs and alcohol in any of the following circumstances:

10.1. After an Incident

You may be required to undergo testing if you are directly involved in an accident or incident at work. The purpose of this screening is to prove that alcohol and drugs played no part in causing the incident, and to protect you if someone claims you were 'under the influence'.

10.2. Reasonable Cause

If we suspect you are in contravention of this policy or if we suspect you are impaired due to the use of alcohol or drugs, testing may be carried out as part of an assessment procedure. This applies to all employees, not just those in safety critical roles.

10.3. Random

We do not generally carry out unannounced random testing for alcohol and drugs.

However, if the school risk assessment identifies the need, due to the critical safety nature of the work activity, we will complete random sampling. This will be recorded in your school local risk assessments and be clearly identified to you as part of your induction.

Any area intending to introduce such testing will need go through the Governing Body. Health awareness, associated with alcohol and drugs will be part of our wellbeing agenda.

10.4. Follow up.

If you have told us, you have a problem with drug and/or alcohol misuse or dependency and you are getting medical help, we might test you on an ongoing basis to make sure that you are safe to do your normal job. Where we plan to do this, it would form part of a Voluntary Rehabilitation Agreement.

11. How do we test for alcohol and drugs? ****Need to insert testing companies' methods****

*(Insert name of school) will use breath for alcohol and oral fluid testing for drugs but reserves the right to use other approved methods of testing if necessary.

- Testing will be carried out by a specialist organisation who will advise on the most appropriate test.
- You will be required to give your written consent for the test and will be advised of the process for obtaining samples prior to giving your consent. The standard panel consists of Amphetamines, Benzodiazepines, Cannabis, Cocaine, Methamphetamine (including Ecstasy) and Opiates (including heroin). However, if the drug suspected is not included, a test for the suspected drug can be obtained and will be used in addition to the standard panel.
- The testing provider will ask if you are taking any over the counter or prescribed medications. It is important that you are honest about this.
- Your Manager / Head Teacher who requested the test will be informed of the results of the test.
- Please see the Dealing with Incident documentation

11.1. The testing process.

If we ask you to take a drug and/or alcohol test, this will happen somewhere private, like a first aid room or other discrete location.

If you are working from home and are suspected of being impaired due to the use of alcohol and or drugs, we will arrange transport for you to and from the school's premises or testing location, to be tested.

Before they start, the person carrying out the test will tell you why you are being tested, how the test will be done and what might happen if the test result is non-negative for alcohol or/ and for drugs. You will be asked to complete a form to give your consent to the test.

If you wish you can be accompanied by a work colleague or a Trade Union representative. However, if the chosen person is not available quickly (within 30 mins) then the test will be completed anyway.

The full testing procedure is available at Appendix A.

11.2. Alcohol tests *Insert the testing procedure from the schools' appointed testing provider *

Alcohol tests will be done by an electronic breath test. If the result is zero, then that will be the end of the test. Your manager will discuss any outstanding concerns regarding behaviour that led to them arranging testing.

If the result is above zero, we will ask you to wait for 15 minutes, not exceeding 20 minutes, and then give another sample of breath. The result of this second test will be taken as final.

If the result of the second test is positive and above our limit, then we will normally consider suspending you from work on the grounds of gross misconduct due to:

- I. serious breach of Health and Safety policies/procedure and/or
- II. under the influence of alcohol, drugs, or similar inappropriate substances whilst at work.

These would be dealt with under the school's Disciplinary Policy.

11.3. Drug tests. *Insert the testing procedure from the schools' appointed testing provider*

The first test will be completed by using a saliva test, from a portable testing kit. For a saliva test you will need to provide a mouth swab. If the result is negative, then that will be the end of the test and the whole sample will be securely thrown away. If the result is non-negative, then the rest of the sample will be sent to the laboratory for analysis.

While we wait for the results of the analysis, we may consider suspending you from work on the grounds of potential gross misconduct due to

- I) serious breach of Health and Safety policies/procedure and/or
- II) under the influence of alcohol, drugs, or similar inappropriate substances whilst at work.

These would be dealt with under the school's Disciplinary Policy

11.4. Testing if you are on prescribed medications.

Tell your manager as soon as possible if you are taking any medications. This should be the case, even if they have been prescribed by your doctor, as it might affect your ability to carry out your role safely.

If you have told your manager and then you test non-negative for drugs, we will normally consider medical suspension from your duties due to concerns about health & wellbeing whilst we wait for the results of the analysis.

Further information relating to this can be found under Section 15 of the Sickness Absence Policy.

If the result of the analysis just shows the medication you have told us about, then following a risk assessment, you will normally be able to return to work.

If the result is positive for anything other than the medication you have told us about, then we may normally consider suspending you from work on the grounds of gross misconduct due to:

- III. serious breach of Health and Safety policies/procedure and/or
- IV. under the influence of alcohol, drugs, or similar inappropriate substances whilst at work.

12. Failing to provide consent for the test.

Should you refuse to:

- consent to testing (including retesting); or
- comply with the testing procedure; or
- provide a sample for testing; or
- failure to attend testing, without a valid reason for doing so.

The school reserves the right to treat any one of these as the same as a positive test result, and following a disciplinary investigation, dismissal may result on the grounds of gross misconduct under the Disciplinary Policy.

Similarly, if you have been selected and notified to attend for a random test and fail to attend without a valid reason for doing so, the school reserves the right to treat your non-attendance the same as a positive test result, and following a disciplinary investigation, dismissal may result on the grounds of gross misconduct under the School's disciplinary procedure.

13. Positive Test Results

The outcome of a positive test will depend on the circumstances, but may include disciplinary action, up to and including dismissal, where:

- the effects of your alcohol or drug taking are or could be serious, for example if you work in a safety-critical job and your use of alcohol or drugs has or could lead to a risk to Health and Safety; or
- a previous alcohol and drug test you have had within the previous [two years] has produced a positive result, or
- it breaches of voluntary rehabilitation agreement.

In certain circumstances, we may consider how willing you are to get treatment and accept responsibility that you have an issue with alcohol and / or drugs. However, we will also need to consider the risks to the organisation and services provided alongside this. A voluntary rehabilitation agreement may be considered as an outcome of a positive test alongside any formal disciplinary investigation or sanction.

In certain circumstances, we will inform any relevant professional body of the positive test and any subsequent action taken.

14. Medication and medical condition

Prescribed and over-the-counter medicines may cause impairment to your performance at work. If you have been prescribed medication or taken over-the-counter medication that you understand or think might affect your ability to do your job safely and efficiently you must talk to your manager

about this as soon as possible, and before you start work. Your medical practitioner or pharmacist can advise on any medicines you are taking, and you should seek advice from them.

Similarly, if you have a medical condition that may replicate the signs of drug or alcohol intoxication you must also talk to your managers about this as soon as possible to prevent any misunderstandings and consider any appropriate steps that should be taken to support you.

In these circumstances we are likely to seek OH advice and support via a management referral, in order to ensure you are safe to undertake your role and consider any support or adjustments advised. These will be documented in an individual risk assessment.

15. Occupational health/wellbeing support referrals

Sometimes, during a normal Occupational Health or other wellbeing referral, the clinical adviser may suspect that you have a drug and / or alcohol misuse problem.

You will, in the first instance, be encouraged to voluntarily seek help, such as via your GP or other specialist organisations detailed at the bottom of this policy.

While maintaining medical confidentiality, Occupational Health/Wellbeing Providers will make management aware if they have concerns relating to your Health and Safety and / or others.

16. External matters

There are occasions whereby we become aware that you may have an issue with alcohol or drugs, perhaps due to police involvement or information shared by a third party, relating to something outside of work. For instance, this could be a charge or arrest for drink driving or possession of illegal drugs. We encourage you to be honest and open and approach us to discuss the situation rather than us find out by other sources, such as media articles.

In these situations, we still need to consider the impact of such an issue on your role with the school. We will take a holistic view and consider the following, although this is not exhaustive: what has happened, consider your role and responsibilities (including any safety critical aspects), assess levels of risk by undertaking a risk assessment, any necessary medical advice from OHU and how willing you are to get treatment.

17. Voluntary Rehabilitation Agreement

You may be requested to complete a voluntary drug or alcohol rehabilitation agreement. This agreement sets out the expectations placed on you with regard to your treatment (which could include rehab and counselling) and work behaviour.

Whilst we cannot force you to sign up to such an agreement, failure to do so may mean that we have to make decisions which may be detrimental to your employment. The overarching goal of the agreement is to support your recovery and ensure the health, safety and wellbeing of yourself and others.

18. Agency workers, sub-contractors, contractors and consultants and any other person who carries out work for the School.

Managers will challenge any visitors or contractors on council premises if they have reasonable cause to consider them to be under the influence of alcohol and or drugs and creating risk to themselves or others.

These individuals will be asked to leave the premises and find an alternative to driving and employing provider of contractors /visitors will be informed. Should you decide to drive, the Police may be informed.

If you are not a direct employee, for example, agency worker, contractor, or consultant, and you refuse to:

- consent to testing (including retesting); or
- comply with the testing procedure; or
- to provide a sample for testing; or
- when selected and notified to attend for a random test fails to attend without a valid reason for doing so,

We reserve the right to treat any of these as the same as a positive test result and you will be referred to your own employer/agency.

Agency workers will be subject to the same process as our employees. If they do not agree to testing, they will be asked to leave the premises and find an alternative to driving and a report will be provided back to the relevant agency/employer. Should they decide to drive, the Police may be informed.

19. Concerns about colleagues

If you think that a colleague is coming to work under the influence of illegal drugs or alcohol, or if you think they might have a drug and/or alcohol misuse or dependency problem, you must tell your manager as soon as possible. This is on the basis of protecting the Health and Safety of all our workforce, service users as well as the colleague themselves.

If your behaviour outside of work, whilst impaired by alcohol and / or drugs, impacts negatively on service users, colleagues, managers, or any other person or professional, which brings the school into disrepute, we may deal with this under our Disciplinary Policy.

20. 1-2-1 Support

If you have any questions about this Policy or if you believe that you have a problem with drug or alcohol abuse or dependency, please speak to your manager. If managers need advice, they can contact their Occupational Health provider or HR Provider.

If you need additional support, or you feel like you cannot talk to your manager, talk to another manager you do feel comfortable to share the information with.

21. Drugs and Alcohol Services

NHS Drug and Alcohol Services

- [Drug and alcohol services on the NHS website.](#)
- [General advice on reducing alcohol consumption at NHS Choices](#)
- [Advice on drugs](#)

We are With You (previously Addaction)

National helpline – telephone 0800 304 7021

Website: www.wearewithyou.org.uk

Alcoholics Anonymous: 0800 9177 650 www.alcoholics-anonymous.org.uk help@alcoholics-anonymous.co.uk

FRANK - friendly, confidential advice about drugs: 0300 123 6600 Text 82111 www.talktofrank.com

Narcotics Anonymous:

0300 999 1212 www.ukna.org

[Action on Addiction](#) 0300 330 0659

UK addiction charity working across treatment, research, and education for families and

Local Support –

Staffordshire Treatment and Recovery Service – STARS – is a drug and alcohol recovery service provided on behalf of Staffordshire County Council.

They aim to help as many people as possible to recover from and be free from drug and alcohol dependency. They want to reduce the harm that is caused to individuals, families, and communities.

They offer access to experienced and professional teams who work with you on your journey to recovery from drugs and/or alcohol.

When you join the service, you will be allocated a key worker who will support you throughout your treatment and help you develop a Recovery Plan, that is built around you and your circumstances.

[Staffordshire Connects | STaRS \(Staffordshire Treatment and Recovery System\)](#)

22. Data Protection and Confidentiality

All matters relating to drugs and alcohol should be dealt with sensitively and privately. Information is be treated as confidential. Breach of confidentiality may give rise to disciplinary action under our Disciplinary Policy.

Written outcomes will be placed on your personnel file along with a record of any decisions taken and any notes or other documents compiled during the process. We process personal data collected during management procedure in accordance with our data protection policy.

23. Related Policies

This Policy is part of a suite of policies to support positive health and wellbeing in the workplace. Other related policies that you may wish to read are as set out below:

- Flexitime
- Health and Safety Policy
- Sickness Absence
- Disciplinary Policy
- Capability Policy

24. Further Advice

If you need any further information about any aspect of this policy, please initially speak to your manager. The HR Provider can also provide additional clarification and advice in respect of this policy.

25. Reviewing the Policy

This policy will be reviewed annually unless there is a requirement to do so before due to legislative or best practice changes.

26. Community Impact Analysis

We consider carefully how the decisions we make affect people who share different protected characteristics (race, disability, sex, gender re-assignment, religion, belief, sexual orientation, age, marriage and civil partnership, pregnancy, and maternity).

The Community Impact Analysis available to support this policy, highlights the proactive and positive approach we take to supporting staff experiencing drug and alcohol related problems whilst taking into consideration any employee protected characteristics.

The completed community impact analysis to support this policy is available on request.

27. Appendix A Testing Procedure

27.1. Alcohol – Intervention/Accident/Incident/Random ****Insert the testing procedure from the schools' appointed testing provider****

The test will be carried out by an impartial testing company specialising in alcohol and drug testing.

The procedure for the administration of this test is as follows:

- a) The employee will be removed from their duties and accompanied to a private area/room to wait until the impartial testing company representative attends to carry out the test.
- b) Before the employee consents to the test, they will be asked by the impartial testing company representative to read an information sheet detailing the testing procedure including the implication of a refusal to consent to the test or comply with the testing procedure and a positive test result.
- c) Should the employee refuse to consent to the test, the testing procedure will end, and the employee will be suspended on 'normal' pay and if impairment is a concern safely removed from school premises pending the implementation of a disciplinary investigation.
- d) For a non-direct employee, their employer will be notified, and they will be safely removed from school premises if impairment is a concern.
- e) When the employee consents to the test, they will be asked to provide a breath sample using a calibrated digital alcolmeter, similar to those used by the police.
- f) If the test result is zero, the alcohol test will be deemed a **negative** result and the alcohol test will be complete. A drug test may be carried out if impairment is still a concern or if random testing is being carried out, otherwise the employee will return to work. However, if an alcohol and drug test has been carried out and impairment is still a concern, the employee will be safely removed from school premises and will not be allowed to return to work until a fitness for work assessment has been carried out by Occupational Health.

For a non-direct employee, their employer will be notified, and they will be safely removed from school premises if impairment is a concern.

- g) If the test result is above zero, whether over or under the school limit, a further test will be carried out at 15 minutes not exceeding 20 minutes later to validate the first test result.
- h) If the second test result is over the school limit and therefore confirms the first test result, this will be deemed by the school as a **positive** test result for alcohol and the employee will be suspended on normal pay and safely removed from school premises pending the implementation of a disciplinary investigation.

For a non-direct employee, their employer will be notified, and they will be safely removed from school premises.

- i) If the second test result is above zero but below the school limit, the test result will be recorded, and the school will review the test result before determining the next stage of the investigation.

For example, if the employee has been at work for more than one hour the school reserves the right to use the test result to determine whether the employee would have been above the school limit when attending work or to determine whether the employee has consumed alcohol whilst at work.

Advice from the HR provider will be sought immediately to determine whether suspension is necessary.

- j) The employee will not be allowed to resume any work which the school considers to be safety critical or otherwise likely to be affected by the consumption of alcohol, will either be deployed to other work or be sent home on 'normal' pay. Depending upon the circumstances action may be initiated under the disciplinary procedures.

For a non-direct employee, their employer will be notified and if they cannot be redeployed, they will be removed from school premises.

27.2. Drugs – Intervention/Accident/Incident ****Insert the testing procedure from the schools' appointed testing provider****

The test will be carried out by an impartial testing company specialising in alcohol and drug testing.

The procedure for the administration of this test is as follows:

- a) The employee will be removed from their duties and accompanied to a private area/room to wait until the impartial testing company representative attends to carry out the test.
- b) Before the employee consents to the test, they will be asked by the impartial testing company representative to read an information sheet detailing the testing procedure including the implication of a refusal to consent to the test or comply with the testing procedure and a positive test result.
- c) Should the employee refuse to consent to the test, the testing procedure will end, and the employee will be suspended on full pay and if impairment is a concern safely removed from school premises pending the implementation of a disciplinary investigation.

For a non-direct employee, their employer will be notified, and they will be safely removed from school premises.

- d) When the employee consents to the test, they will be asked to provide a fresh sample of their own oral fluid using a mouth swab.
- e) The oral fluid sample will be tested on site using an approved rapid oral fluid test kit.
- f) If a **non-negative reaction** is obtained two further oral fluid samples will be collected and both will be delivered to an approved laboratory following strict chain-of-custody procedures. One sample will undergo confirmation analysis to ascertain the exact identity of the drug(s) detected following the onsite test.
- g) The employee will be suspended on normal pay pending the outcome of the laboratory confirmation analysis result.

For a non-direct employee, their employer will be notified, and they will be safely removed from school premises if impairment is a concern.

- h) If the laboratory confirmation analysis result is **negative**, the employee will be notified accordingly and, if appropriate to do so, will return to work.

If the laboratory confirmation analysis result is **positive**, this will be deemed by the school as a positive test result for drugs and the employee shall remain suspended from work on normal pay pending the implementation of a disciplinary investigation.

For a non-direct employee, their employer will be notified of the outcome of the positive laboratory confirmation analysis result.

- i) If the approved oral fluid test kit is **negative**, this will be deemed a negative result, and the drug test will be complete. An alcohol test would be carried out if impairment is still a concern, otherwise the employee will return to work. However, if an alcohol and drug test has been carried out and impairment is still a concern, the employee will be safely removed from school premises and will not be allowed to return to work until a fitness for work assessment has been carried out by Occupational Health.

For a non-direct employee, they will be asked to leave the premises, being advised not to drive. Their employer will be notified. Should they decide to drive, the Police will be informed.

27.3. Alcohol and Drugs – Random Testing Procedure ****Insert the testing procedure from the schools' appointed testing provider****

The test will be carried out by an impartial testing company specialising in alcohol and drug testing.

The procedure for the administration of this test is as follows:

- a) The employee will be removed from their duties and accompanied to a private area/room to wait where the impartial testing company representative will be waiting to carry out the test.
- b) Before the employee consents to the test, they will be asked by the impartial testing company representative to read an information sheet detailing the testing procedure including the implication of a refusal to consent to the test or comply with the testing procedure and a positive test result.
- c) Should the employee refuse consent to the test, the testing procedure will end, and the employee will be suspended on full pay pending the implementation of a disciplinary investigation.
- d) When the employee consents to the alcohol test, they will be asked to complete an electronic breath test. If the result is zero, then that will be the end of the test.
- e) If the result is above zero, we will ask you to wait for 15 minutes, not exceeding 20 minutes, and then give another sample of breath. The result of this second test will be taken as final. If the result of the second test is positive and above our limit, then we will normally consider suspending you from work on the grounds of gross misconduct.
- f) When the employee consents to the drugs test, they will be asked to provide two oral fluid samples.
- g) The two oral fluid samples do they not do one initial test on site? will be delivered to an approved laboratory following strict chain-of-custody procedures. One sample will undergo initial analysis and if required confirmation analysis to ascertain the exact identity of the drug(s) detected from the initial analysis.

- h) The employee will return to work pending the outcome of the laboratory result.
- i) If the laboratory result is **negative**, the employee will be notified accordingly.

If the laboratory confirmation analysis result is **positive**, this will be deemed by the school as a positive test result for drugs, the employee shall be notified accordingly and suspended from work on normal pay pending the implementation of a disciplinary investigation.

For a non-direct employee, their employer will be notified of the outcome of the positive laboratory confirmation analysis result.

28. Version Control and History

Version:	0.1		
Issue Date:	March 2025	Review Date:	
Author(s):	People Services		
Owner:	Sarah Getley – Assistant Director for People Services		
Adopted by insert name of school	Insert date		

History

Version	Author (s)	Reason for Change	Date
0.1	People Services (Operations)	Policy Refresh	March 2025