

PARK SCHOOL AND NURSERY- SMOKING, ALCOHOL & DRUGS POLICY

1. PURPOSE

- 1.1 This policy supports the school's safeguarding obligations and complies with the Independent Schools Inspectorate (ISI) Regulatory Requirements, ensuring pupils are protected from harm and staff maintain professional standards. The purpose of this policy is to promote the safety, welfare, productive working environment and good physical and mental health of staff and pupils. This includes ensuring that all staff are fit to carry out their jobs safely and effectively in an environment which is free from smoking, alcohol and drug misuse. The School educates pupils to understand the effect and risks associated with alcohol and tobacco in relation to their health, well-being and the law and that the use of illegal drugs is or may be a criminal offence and will be harmful to their health, integrity, independence, opportunities and careers as well as damaging the society in which they live. Staff are expected to promote this view and act as responsible role models.

2. SMOKING

- 2.1 **No smoking:** The School has obligations to ensure the well-being of all members of staff and pupils. To facilitate this and in the interests of providing a pleasant environment for all, the school prohibits smoking (to include the smoking of e-cigarettes) and use of any other smoking related product such as nicotine substitutes on all School premises at any time, except in designated outside smoking areas. Staff are prohibited from smoking in the presence of pupils or during school activities.

3. ALCOHOL

- 3.1 **Alcohol:** Alcohol means intoxicating liquor of all descriptions (including beer, cider, wine and spirits).
- 3.2 **Storage:** The school does not permit alcohol to be stored on School premises unless properly secured and with the agreement of the Head.
- 3.3 **Under the influence:** All staff are expected to arrive at work fit to carry out their job, be responsible for care and welfare of children and to be able to perform their duties safely without any limitations due to the use or after-effects of alcohol. All staff should not drink alcohol during the normal working day, at lunchtime, at other official breaks or at work-based meetings and school events. Drinking alcohol while at work without authorisation or working under the influence of alcohol may be considered serious misconduct. It is strictly forbidden to work or to remain at work under the influence of alcohol. If the School considers that you are under the influence of alcohol you may be sent home immediately, and disciplinary action will be taken.
- 3.4 **Entertaining:** The school expects you to demonstrate responsible behaviour at work, work-related functions and work-related social events and to act in a way that will not have a detrimental effect on our reputation. There may be alcoholic drinks at School social functions and if you are on duty or expected at any time during or after the event to be officially supervising pupils, then the consumption of alcohol is explicitly prohibited. If you are in any doubt as to whether you are considered on duty at an event, please ask for clarity prior to the event from the Headteacher. The moderate consumption of alcohol at school events where children are not present is acceptable. Whilst you are responsible for your own travel arrangements to and from such functions, the school advises that you do not drive a vehicle after consuming any amount of alcohol. You must comply with drink-driving laws at all times. Any alcohol consumption by staff that could affect their ability to safeguard pupils will be treated as a serious matter, irrespective of whether it occurs on or off-site.

- 3.5 **"One off" incidents:** This policy is not intended to apply to "one-off" incidents or offences caused by alcohol or drug misuse at outside work where there is no evidence of an ongoing problem. Any such "one off" incidents are instead likely to be dealt with under the School's disciplinary procedure.
- 3.6 **Searching and screening:** The School reserves the right to conduct searches for alcohol or drugs on our premises. This includes but is not limited to, searches of lockers, filing cabinets and desks. You are contractually required to comply with all reasonable management requests to submit to any such search and/or to undergo any blood or urine tests where there is reasonable cause to suspect that the individual has been under the influence of alcohol at work. An unreasonable refusal to consent will constitute a disciplinary offence.
- 3.7 Any alcohol or drugs found as a result of a search will be confiscated and action may be taken under our Disciplinary Procedure.
- 3.8 **Confidentiality:** Confidentiality is assured during the screening process and only you, (Occupational Health, and the Headteacher) will have access to the results. Your written consent to disclose the results will be obtained but failure to give such consent may amount to a failure to comply with a reasonable management request and, therefore, a breach of your contract. This could lead to disciplinary action.
- 3.9 **External provider:** Alcohol screening will be conducted by an external provider. Arrangements will be discussed with affected members of staff at the start of each screening programme.

4. DRUGS

- 4.1 **Drugs and substances:** For the purposes of this policy "drugs" covers controlled drugs and the paraphernalia of drugs, psychoactive substances or substances intended to resemble drugs, or "legal" drugs which can be obtained from a chemist shop, performance enhancing drugs, anabolic steroids, glue and other substances held or supplied in each case for purposes of misuse. Staff must not be under the influence of drugs while responsible for pupils. Any suspicion that a member of staff is impaired will be treated as a safeguarding concern.
- 4.2 **Controlled substances:** It is a criminal offence to use, possess or deal in any controlled substances and anyone found through the disciplinary procedure to be involved in any of these activities, whether during or outside working hours, will normally be dismissed for gross misconduct. The School will notify the police where appropriate.
- 4.3 **At work:** The School does not permit drugs (other than prescribed drugs) to be used or stored on School premises. Under no circumstances is the sale of drugs (prescribed or not) permitted.
- 4.4 **Under the influence:** You are expected to arrive at work fit to carry out your job and to be able to perform your duties safely without any limitations due to the use or after-effects of drugs. It is strictly forbidden to come to work or to remain at work under the influence of any drug. If you have been prescribed drugs whose side effects could have an impact on your work or behaviour, you should report this immediately to the Headteacher. If the School considers that you are under the influence of any drug (including prescribed drugs which have or could have affected your work or behaviour and of which you have failed to notify your superior), disciplinary action will be taken.
- 4.5 **Searching and screening:** The School reserves the right, where there is reasonable cause to suspect that the individual has been under the influence of drugs at work, to search and / or screen individuals for drug use. You are contractually required to comply with all reasonable management requests, including a reasonable request to search you or to undergo any blood or urine tests as deemed

necessary by the School. An unreasonable refusal to consent will constitute a disciplinary offence. A search may include personal property as well as your person. Searches and screenings will be conducted in a manner that respects staff dignity and safeguarding.

- 4.6 **Confidentiality:** Confidentiality is assured during the screening process and only you, (Occupational Health and the Headteacher) will have access to the results. Confidentiality will be maintained except where disclosure is required to protect the welfare of pupils or comply with legal safeguarding obligations. Your written consent to disclose the results will be obtained but failure to give such consent will amount to a failure to comply with a reasonable management request and, therefore, a breach of your contract. This could in itself lead to disciplinary action.
- 4.7 **External provider:** Drug screening will be conducted by an external provider. Arrangements will be discussed with affected members of staff at the start of each screening programme.
- 4.8 Breaches of this policy by any employee will be dealt with under our Disciplinary Procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

5. MONITORING AND REVIEW

- 5.1 It is the role of the Headteacher to ensure that this policy is fully implemented. The Headteacher also reviews this policy as part of their monitoring of the effectiveness of the school's PSHEE programme and Science curriculum.