

Alcohol and Substance Misuse Policy

2025-2027

'Together we unlock potential and learn for life'



This policy was approved by the Governing Body of Moor First School at their meeting on:

SignedChair of Governors

SignedHeadteacher

Review Frequency: Every 3 years Next Review: February 2028

Version Control and History

Version	Date	Amendment	By
V1	May 2023	New policy	V. Atherton
V2	Feb 2026	A new policy from SCC has been released and approved by unions. This policy has been adopted with the addition of Moor First testing procedures	V. Atherton

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Success Indicators

The following indicators will demonstrate the level of compliance with this policy and its procedures; -

- a) Each headteacher is aware of the policy.
- b) Employees are aware of the Standards of Behaviour expected by Moor First School
- c) Employees with an alcohol or a substance misuse problem are encouraged to seek early help.
- d) Managers identify and challenge inappropriate standards of behaviour therefore preventing unacceptable risks and situations.
- e) Moor First School is in a position to support employees in return to work.

1. 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 recognised trade unions and may be amended from time-to-time following consultation with recognised trade unions.

2. Introduction

At Moor First 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.

Moor First 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.

The welfare of its employees is important to Moor First school In the first instance, and for as long as this continues to be productive, the school will respond to alcohol or substance misuse problems as a health issue. Someone who misuses alcohol or substances can put themselves, their colleagues and other stakeholders at risk of harm and it is with these matters that we, as an employer, are concerned.

The purpose of this policy is to reduce the detrimental effects that can be caused by alcohol or substance misuse such as accidents, incidents, absenteeism, reduced productivity, legal costs, public and client alienation and business reputation.

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. Aims and Objectives

- To promote an understanding of the effects and risks associated with misuse of alcohol and drugs, including prescribed medication, by providing employees with information.
- To encourage employees with an alcohol or a substance misuse problem to seek early help.
- To enable headteachers to identify job performance problems that may be attributable to the effects of alcohol or substances and take the appropriate action through the provision of training in attendance management (see Appendix 2).
- To ensure that stakeholders and colleagues are not put at risk as a result of an alcohol or substance misuse by employees.
- To communicate to employees that concealing, condoning or colluding with colleagues having problems related to alcohol or substance misuse is counterproductive, does not help the individual and is incompatible with this policy.
- To make available appropriate assistance – in the form of confidential support, advice and counselling to employees who suspect or know that they, or colleagues, have or may be developing a dependency problem.

5. 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 – 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 Moor First 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 Trust 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 trust duties will also be deemed to be safety critical.
- Any other posts, which the school at its own discretion, deem to be safety critical.

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 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 Headteacher **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 trust's 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 Moor First School staff 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 trust, 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 trust 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 4 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 11, 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:

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'.

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.

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 school 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.

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. Testing

This section only applies to staff in safety critical roles as defined in section 5 of this document.

Moor First School has established testing procedures to support headteachers in having an additional option to confirm an individual is under the influence of alcohol or substances.

It is not always practicable to undertake testing. Not having undertaken testing does not preclude management action and headteachers are expected to follow the procedure detailed in Section 10.

Moor First School will take action, in the form of seeking consent for testing for the presence of alcohol or other substances, if they have cause to believe that an employee, in a safety critical role, is under the influence of alcohol/substances, breaking the law, or whose standards of behaviour are increasing the risk of harm to themselves or their colleagues. The testing of an employee will take place if both criteria for the test are met which are

- a) that the employee works in a role defined as safety critical and
- b) there is cause.

The position with regard to testing is: - **With cause for staff working in safety critical occupations.**

Where testing takes place, the individual will be invited to give written consent. Failure to give consent or refusal to provide a sample without good cause will be considered to be a breach of procedure and will lead to disciplinary action being taken, up to and including dismissal.

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.

Testing will be carried out by a competent independent contracted organisation who will send a Testing Officer to site following a request by the headteacher.

The Testing Officer will, upon consent, take a breath test from the employee and record the results on Appendix 6.

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.

Headteachers should not try and stop the employee from leaving the workplace, but should advise them not to drive. It is **not** the headteacher's responsibility to remove the employee's car keys. A headteacher may try and help the individual to arrange transport by allowing access to the telephone. If the headteacher believes that an employee is driving under the influence of alcohol they should contact HR regarding informing the police that an employee has

potentially committed a criminal offence which may require the police to investigate.

Taking no action places the headteacher in the position of having committed an offence by failing in their statutory duties under health and safety legislation

Where an individual is found to be under the drink driving limit (35 micrograms of alcohol in 100 millilitres of breath, but some level of alcohol is detected, the employee will be informed, and the level recorded. The manager/headteacher will determine if it is acceptable for the employee to continue their duties, and then arrange a meeting to discuss any support the employee may need. If the cause for testing was serious misconduct, a return to work may not be appropriate.

If the result of the test detects no alcohol then the employee will be informed, and the manager/headteacher will discuss any outstanding concerns regarding behaviour that led to them arranging testing. The employee is then able to return to work, unless serious misconduct was the original reason for testing. If serious misconduct was identified managers/headteachers need to seek advice and guidance from HR as in these circumstances disciplinary procedures may need to be initiated.

Testing Service - Contact Details

SynLab Services are the organisation appointed to undertake testing where the criteria “**With cause, for staff working in safety critical occupations**” is met.

To arrange for testing the headteacher should inform the Operations Manager (OM) for account information and telephone the SynLab Services coordinator on 01873 856688. See Appendix 4 for more detail on the alcohol testing procedures.

Costs of Testing

The cost of testing will be met from school budget. See Appendix 8 for details of the costs of testing.

12. 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.

13. 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.

14. 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.

15. 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.

16. 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.

17. 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.

18. Monitoring and Review

This policy will be monitored and reviewed annually by Moor First School unless there is a requirement to do so before due to legislative change.

19. 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.

20. Further Advice and Information

This policy document is for general guidance only. If you need any further advice on how to apply this policy, please contact your HR Team.

Further information and national helpline numbers are given in Appendix 3.

21. Related Factsheets

Disciplinary Policy
Managing Attendance at Work
Health and Safety Policy
Sickness Absence
Disciplinary Policy
Capability policy

10. Standard Documents

Appendix 1 The Misuse of Drugs Act 1971
Appendix 2 Guidelines for Identifying Alcohol and Substance Misuse
Appendix 3 National Helpline Numbers
Appendix 4 Alcohol Testing Procedures
Appendix 5 Breath Test Information
Appendix 6 Record of interview regarding “For Cause” testing
Appendix 7 Example Behavioural Agreement
Appendix 8 Frequently Asked Questions
Appendix 9 Costs of Testing

The Misuse of Drugs Act 1971

The following is a list of the most commonly encountered drugs currently controlled under the misuse of drugs legislation showing their respective classifications under both the Misuse of Drugs Act 1971 (MDA) and the Misuse of Drugs Regulations 2001 (MDR).

Although it is extensive, the list is not exhaustive and, in the event of a substance not being listed below, reference should also be made to the published Act and Regulations at legislation.gov.uk, specifically Parts I, II, III and IV of [Schedule 2 to the Misuse of Drugs Act 1971](#) and in Schedules 1 to 5 to the [Misuse of Drugs Regulations 2001](#).

The classifications identify the substances considered to be the most harmful to an individual and society.

Class A	Heroin
	Cocaine
	Crack Cocaine
	Amphetamine if prepared for injection
	LSD
	Magic Mushrooms*
	Morphine
Class B	Amphetamines
	Barbiturates
	Cannabis
	Ketamine
Class C	Anabolic Steroids
	Tranquillisers
	Poppers
	Rohypnol GHB

See link to full list-

[List of most commonly encountered drugs currently controlled under the misuse of drugs legislation - GOV.UK \(www.gov.uk\)](#)

Appendix 2

Guidelines for Identifying Alcohol and Substance Misuse

Alcohol and substance misuse is not restricted to any particular section of the community. Remember that those who misuse alcohol and substances may be difficult to identify. Remember those who misuse alcohol and substances don't all fit the stereotypical view.

The earlier an individual's problem can be identified the more likely it is that he or she can be successfully helped to overcome it.

Work related problems often caused by alcohol or drugs may include the following, but other factors could also cause similar behaviour.

This is not an exhaustive list and it should be used sensitively by managers/headteachers, as these can also be indicators of other health/personal problems. **Absenteeism**

- Multiple instances of unauthorised absence.
- Excessive sick leave.
- Frequent and/or unexplained absences
- Poor timekeeping
- Regularly leaving work early.
- Peculiar and increasingly improbable excuses for absence.
- Repeated absences from the post, more than the job requires, including frequent trips to the cloakroom etc. and overlong coffee breaks.

High Accident Rate

- Accidents at work.
- Accidents off the job e.g., at home or travelling to work.

Appearance/Mental State

- Pallor or flushed face and bleary eyes.
- Pinpoint or dilated pupils.
- Smell of alcohol.
- Excitability/depression.
- Hand tremors.
- Inappropriate behaviour, swearing, mood swings (which appear out of character).
- Increasingly unkempt appearance, lack of hygiene.
- Aggression/fear/guilt.

Deteriorating Efficiency

- Missed deadlines.
- Mistakes due to inattention or poor judgement.
- Making bad or incorrect decisions.
- Complaints from colleagues or members of the public.
- Unlikely excuses for poor job performance.
- Increasing unreliability and unpredictability and difficulty in recalling instructions.

Appendix 2

Poor Employee Relations

- Over reaction to real or imagined criticism.

- Irritability.
- Complaints from colleagues and co-workers.
- Borrowing money from co-workers.
- Dishonesty/over-justification.

In some cases, an employee with a drink or drug problem may come to your attention through an incident of poor behaviour at work with varying degrees of associated misconduct. Obviously, each case must be considered individually depending on the person's job, their previous pattern of behaviour and the nature of the incident involved.

National Helpline Numbers

Drinkline 0300 123 1110
 National Drugs Helpline (FRANK) 0300 123 6600
 Text 82111

www.talktofrank.com

Adfam (Families and Friends) 07442 137421

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

Narcotics Anonymous 0300 999 1212
www.ukna.org

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

[Action on Addiction](#) 0300 330 0659

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

Websites with Search Facilities

England	The websites which provide a search facility for treatment services in England are: https://alcoholchange.org.uk DrugScope
Scotland	The Drugscope site also includes a link for searching in Scotland which can be accessed at the Scottish Drugs Forum: www.sdf.org.uk

Wales	Services throughout Wales are listed in a directory provided by the National Assembly for Wales: National Assembly for Wales Cardiff Bay Cardiff CF99 1NA Tel: 0808 808 2234
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Appendix 3

	Drug and alcohol helpline GOV.WALES It is advisable to obtain a copy when required as these directories can quickly become out of date.
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Local Support Agencies

Staffordshire

ADSIS Alcohol & Dependency Specialists
0800 1389053

ADSIS Alcohol & Dependency Specialists
 Hanley 01782 271096
 Leek, Biddulph, Cheadle 01782 271096

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 \(Staffordshire Treatment and Recovery System\)](#)

Cheshire East Drug and Alcohol Service – Cheshire East – 01625 464995
[Drug and Alcohol Service - Cheshire East](#)

Appendix 4

Alcohol Testing Procedures

Where a headteacher has just cause to suspect an employee, in a safety critical role, is unable or unsafe to undertake their duties to required standards as a result of alcohol they can request an alcohol test to be administered. Testing will be carried out by a competent independent contracted organisation who will send a Testing Officer to site following a request by the headteacher.

The Testing Officer will be expected to question the headteacher's grounds for the request in order to establish the degree of reasonableness.

Some examples of circumstances where this may be appropriate are:

- Obvious signs of mental and/or physical impairment;
- Recognition by headteachers, supervisors or colleagues of symptoms affecting work performance;
- Complaints from the public or stakeholders indicating that alcohol may be a factor;
- The discovery of items in possession by an individual that could indicate involvement with alcohol;
- Smelling of alcohol;
- After an accident or incident.

Refer to appendix 2 for further information on identifying alcohol and substance misuse.

Steps to be taken

1. The headteacher will speak to the employee privately. Inform him/her of the suspicion that he/she may be unfit to work through the effects of alcohol and arrange for him/her to be relieved of duty immediately. A discussion will then be held. If after this discussion the manager/headteacher still has cause for concern the individual will be requested to undertake an alcohol breath test.
2. The headteacher should contact the SynLab Services (the testing organisation) by calling **01873 856688** who will arrange the testing (informing HR)
3. The employee will be asked to remain on site in order to make themselves available for the testing. The manager/headteacher will also be required to remain on site.
4. Prior to testing the donor will be required to show photo id. If this is not possible managers/headteachers will be asked to confirm the identity of the donor.
5. With cause tests for those in safety critical roles will be subject to on-site breath test which allows all individuals who test negative to be informed accordingly and allowed to resume work immediately.
6. If the on-site test is positive for alcohol, the individual will be told of the results.
7. Where an individual is found to be over the drink driving limit (35 micrograms of alcohol in 100 millilitres of breath) the employee will be offered a short intervention in terms of advice about the local support available to them and their family. The testing officer will inform the

manager/headteacher of the results. The headteacher will contact directorate HR who will discuss the appropriate action to take, pending further disciplinary investigations.

8. Where an individual is found to be under the drink driving limit (35 micrograms of alcohol in 100 millilitres of breath, but some level of alcohol is detected, the employee will be informed, the level recorded and advice provided. The headteacher will determine if it is acceptable for the employee to continue their duties, and then arrange a meeting to discuss any support the employee may need. If the cause for testing was serious misconduct, a return to work may not be appropriate.
9. If the result of the test detects no alcohol, then the employee will be informed, and the headteacher will discuss any outstanding concerns regarding behaviour that led to them arranging testing. The employee is then able to return to work, unless serious misconduct was the original reason for testing.

Arrangements required for testing

Headteachers should ensure that a room is made available for the testing process which has two chairs, a desk and will remain private once the testing procedure has begun.

Challenging Test Results

If an employee wishes to undertake a formal challenge to an alcohol test they must put their request in writing to the Chair of Governors within 10 working days of receipt of notification of the confirmed positive result, who will review the procedure followed.

Test Information

Alcohol Testing

It is important that you fully understand the process of alcohol testing using breath. You should therefore take a moment to read this sheet. If you have any questions regarding this procedure, or you do not understand a particular part of the process, please ask the testing officer.

Background

Drugs and alcohol now play a part in many people's lives. Your employer has a responsibility to ensure that drugs or alcohol do not affect performance at work and thereby put you and your colleagues at risk of harm. As part of Moor First Schools' drug and alcohol policy you have been requested to provide a sample of breath for alcohol analysis.

How will samples be collected?

All alcohol screening must follow strict chain of custody procedures which are legally defensible. Proper chain of custody means that the sample is collected in the right way and that sample is not compromised in any way from collection all the way through to the result being issued. If you are being screened for alcohol, this will be carried out using a sample of breath. The results of the alcohol test will be available within minutes of the test being carried out.

Will I have to provide any information to the collection officer?

Your identity will be confirmed by a management representative, alternatively you will be asked to show photographic proof of identity which may include company ID, passport, security photocard or driving licence. If employee does not have photo id with them, a witness e.g. manager/headteacher may be asked to confirm identity.

What is the process for alcohol screening?

You will be asked to give your consent to a sample of breath being taken. You will be informed of any presence of alcohol detected. If the test result is above 0.00mg/L you will be required to provide a second sample.

Failure to give consent or refusal to provide a sample of breath, without good cause will be considered to be a breach of procedure and will lead to disciplinary action being taken up to and including dismissal.

READ THIS BEFORE YOUR TEST

Appendix 6

Record of initial interview regarding “For Cause” testing

Employee's name		
Job title		
Pay reference number (if available)		
Home address:		
Tel No:		
Manager/Headteacher's details		
Cause/reason for testing		
Employee role safety critical?	Yes	No – if no testing is not applicable.
Employee's response to Manager/Headteacher's concerns		
Testing Service called	Time	Estimated time of arrival
Action taken if testing not undertaken		

Employee declaration

I confirm that the information I have provided is true and that should I provide any false information regarding this matter then this may result in disciplinary action.

Employee signature:

Manager/Headteacher's signature **Post**
test action (testing for alcohol)

Test Result	Negative result	Positive for alcohol below 35 micrograms per 100ml of breath	Positive for alcohol above 35 micrograms per 100ml of breath
Action taken by Headteacher			
Advised employee not to drive	YES/NO		
Headteachers should see point 5.9 of the policy if an employee drives a motor vehicle after producing a test result for alcohol above 35 micrograms per 100ml of breath.			
Any further information			

Example Behavioural Agreement

This agreement outlines the behaviours required to ensure that you make progress towards rehabilitation and successful return to work.

Whilst this behavioural agreement is in place your condition will be treated as an illness.

Employee Name	
Date	
Support/Treatment Agreed	
Behaviours agreed during support and treatment undertaken	<p style="text-align: center;">Examples</p> <ol style="list-style-type: none"> 1. Not to drink alcohol at level likely to interfere with health and performance at work 2. Attend appointments with Occupational Health/other professional service 3. Comply with treatment regimens

Your work performance will be monitored as agreed with your Manager/Headteacher

It is essential that you adhere to this agreement. Failure to do so may result in disciplinary action.

Acceptance

Employee Signature		Date	
Occupational Health Representative Name & Signature		Date	

Frequently Asked Questions

Employee FAQ's

Q 1. If I consider another employee smells of alcohol what should I do?

It is important to raise concerns with the employee's headteacher. The headteacher can then, in a sensitive manner, discuss this matter with the employee directly and identify if any action or support is required. Your report will be dealt with in a confidential manner.

Q.2. Can I have a drink at lunch time and return to work?

All drivers must be aware of the low levels of alcohol permitted before they are in breach of the Road Traffic Act 1991. If you are in a safety critical job or drive in the course of work, you are reminded that any alcohol has a detrimental effect on judgement and reactions and you therefore must not consume any alcohol prior to undertaking safety critical work or driving. If you are not in a safety critical role or driving you must still consider how the detrimental effect that alcohol has on judgement and reactions and how this will affect your work and behaviour.

Manager/Headteacher FAQ's

Q 1. An employee refuses to provide consent to alcohol testing?

It is important that if manager/headteacher's wish to initiate testing for alcohol that they have established both that the employee is in a safety critical role and there is cause (see section 5.9.1 & 5.9.2 of this document.)

Consent is required to take a sample of breath. If consent is not provided this must be recorded and the employee suspended pending investigation.

Inappropriate behaviours from employees in both critical and non critical roles should be challenged and discussed by managers/headteachers. Human Resources can support Managers/Headteachers during this process.

Q 2. The employee leaves the premises before the testing officer arrives?

Headteachers can only request that employees remain on site to await the testing officer. This should be managed sensitively to prevent embarrassment and anger. headteachers should not try and stop the employee from leaving the workplace, but should advise them not to drive. It is not the headteacher's responsibility to remove the employee's car keys. If a headteacher strongly believes that an employee is under the influence of alcohol and they drive when they leave the site, headteachers are advised to inform the police. Taking no action in these circumstances places a headteacher in the position of having committed an offence by failing in their statutory duties under health and safety legislation.

Leaving the site before testing will be treated as refusal of consent to testing - see answer to question 2.

Q 3. The alcohol testing service is not available when required/ I suspect substance misuse what action should I take?

Headteachers do not have to undertake testing to take action. It is important to challenge the behaviour with the employee and seek support and advice from Human Resources.

Not having undertaken testing does not preclude management action and headteachers are expected to follow the procedure detailed in Section 5.8.

Headteachers do not need a positive test result to stop the employee they have concerns about undertaking duties that could affect the health or safety of another person. If the individual admits to alcohol consumption and agrees it has affected their attendance/behaviours/performance testing serves no purpose.

Q 4. I believe that an employee has driven for work purposes and I now suspect they are under the influence?

If you become aware that an employee is driving and you suspect they are under the influence of alcohol or substances, advise the employee not to drive. Contact Human Resources regarding informing the police that an employee has potentially committed a criminal offence which may require the Police to investigate.

Taking no action places you in the position of having committed an offence by failing in your statutory duties under health and safety legislation.

Q 5. Other employees are asking questions regarding what is happening to the employee being tested. What do I tell them?

The details of your investigation, testing and support arrangements are confidential and must not be disclosed. It is recommended that you discuss with the employee what information they wish their colleagues to be informed.

Q.6. How should Managers/Headteachers deal with employees who become violent or aggressive?

Where headteachers believe that an employee may display violent or aggressive behaviour they should ensure that this risk is considered in the way they approach the individual.

Should an employee display behaviour of a violent or aggressive nature, headteachers should remove themselves and others from the situation. Where an employee becomes violent headteachers may have to consider police involvement.

Q.7. When would it be appropriate to use suspension?

In general, suspension of any employee can cause great distress and so must only be used as a last resort e.g. if as a result of alcohol or substance misuse it can be shown that the employees continued presence at work will put them or others at personal risk.

In line with the relevant Scheme of Delegation the relevant manager/headteacher may consider a short period of suspension from work and in all cases this would be with full pay Human Resources must be contacted at the earliest opportunity where suspension is a consideration. A headteacher can still remove an individual from an activity or send them home whilst the situation is considered, with suspension being confirmed once appropriate delegation received.

Q.8. How should time off be managed/recorded?

Generally speaking, hospital/clinic appointments would not usually be classed as sickness absence but this depends on the nature and/or duration of the appointment. If the appointment was the first with a consultant it would be classed as Authorised Absence. For

any follow up appointments, where possible staff will be given opportunity to make back the hours and where this is not possible it will be treated as authorised unpaid absence.

Should an employee feel unwell following such an appointment/treatment and take time off, this should be recorded as sickness absence? Always refer to HR for advice.

Q.9. How should the absence be recorded for where the employee requires treatment as an inpatient for rehabilitation?

This should be recorded as sick leave and treated accordingly for Bradford score purposes, as would be the case with any usual medical admittance to hospital.

Appendix 9

Costs of testing

The costs of testing will be met from the budget employing the individual.

Call out including breath test (at least 48hrs notice)	£ 236.08
Call out including breath test (with less than 48hrs notice)	£343.19

**Prices exclude VAT