

WEAVERS' FEDERATION



Alcohol, Drugs and Substance Misuse Policy



October 2025



CONTENTS

1. POLICY STATEMENT	2
2. SCOPE	2
3. EQUALITIES ISSUES	2
4. ROLES AND RESPONSIBILITIES	3
5. CONFIDENTIALITY AND RECORD KEEPING	6
6. DEFINITIONS	6
7. MANAGING EMPLOYEES WITH SUBSTANCE MISUSE ISSUES	7
8. EMPLOYEE INVOLVEMENT WITH DRUGS AND ALCOHOL	8
9. IDENTIFYING A PROBLEM	9
10. REFERRAL PROCEDURES AND RECOVERY PROGRAMME	12
11. RECOVERY FROM SUBSTANCE DEPENDENCY	14
12. DRINK OR DRUG DRIVING OFFENCES	15
13. ALCOHOL AND OTHER DRUGS SCREENING AND TESTING	15
14. CONSUMPTION OF ALCOHOL IN THE WORKPLACE	15
15. FURTHER INFORMATION	16
16. SUPPORT ORGANISATIONS	16

1. POLICY STATEMENT

1.1 This policy and procedure have been agreed with schools and the relevant trade unions. This policy is designed to promote a safe, healthy and productive working environment within school. It provides a framework for dealing with the problems of substance use and misuse efficiently and consistently. It is geared to identify substance use problems at the earliest opportunity and to support and encourage employees to seek help for alcohol or other drug problems in the strictest of confidence. For many people drug or alcohol abuse is the product of other factors including, anxiety, financial worries, marital/relationship breakdown, domestic violence, difficulty coping with work etc. This policy covers:

- Preventing substance use problems through raising awareness;
- Identification of substance use problems at the earliest opportunity by addressing unsatisfactory performance, attendance or conduct;
- Supporting and enabling those who have substance use problems to obtain help;
- To create a culture where substance use problems are understood and employees are encouraged to accept help and support.

1.2 This policy supports and compliments the school's Code of Conduct Policy, which outlines the existing rules and conditions of service that apply to all employees of the school.

2. SCOPE

2.1 This policy covers the use and misuse of intoxicating substances, which include alcohol, solvents, legal and illegal drugs, prescription and over-the-counter medicines, and other substances that could adversely affect work performance and/or health and safety.

2.2 This procedure applies to all employees and workers at the school, including all agency and casual workers, contractors, volunteers and others working on the employer's behalf.

2.3 The policy is not intended to apply to 'one-off' incidents or offences where there is no evidence of an ongoing problem, which are more appropriately dealt with under the disciplinary procedure, when applicable.

3. EQUALITIES ISSUES

- 3.1 It is important that employees who are found to have a substance abuse problem are dealt with equitably and fairly.
- 3.2 Although addiction is expressly excluded from the definition of disability (unless it arose as a result of taking medically prescribed drugs or other medical treatment), it may be covered under the Equality Act 2010 if it is a result of or resulting in a physical or mental impairment that does amount to a disability. Headteachers/Managers should ensure that any risk of contravening the requirements of the Equality Act 2010 are minimised by making a referral to Occupational Health in all instances of known or suspected substance misuse.
- 3.3 It is important that the policy is applied in a fair manner at all times. This means that no employee shall be subject to discriminatory practice in the administration of this policy. The school actively opposes all forms of discrimination against employees of any creed, ethnic or national origin, sex, age, disability, religion, marital status, or sexual orientation.
- 3.4 If there is a problem around the level of absence it will be appropriate to seek advice. Where this is a possibility, particular care should be taken to seek specialist advice (e.g. from Occupational Health and Human Resources) and to consider any reasonable adjustments to the individual's working systems/environment that may be appropriate. The School should obtain advice from their Human Resources provider on what constitutes a reasonable adjustment under the Equality Act 2010.
- 3.5 Regular short periods of absence may be needed to attend appointments that will assist an employee in their recovery. Longer periods of absence to attend recovery programmes may be required. In these circumstances, Rehabilitation leave may be appropriate but not to be used for periods of sickness absence.
- 3.6 Headteachers/Managers should still follow the Attendance Management procedure for affected employees in order to identify any reasonable adjustments or support that can be made available to the employee. However, the affected employee may be allowed more time than other staff before moving to the next stage of the procedure. This may be considered a reasonable adjustment.

4. ROLES AND RESPONSIBILITIES

4.1 Headteacher

Headteachers are responsible for ensuring that this policy is fairly and consistently implemented. They must also ensure that all employees are aware of the policy and its contents. Headteachers do not need to diagnose a problem

relating to substance use, but monitor the factors that may indicate an underlying problem such as absenteeism, performance problems, working relationships and behaviour at work and address these at the earliest opportunity. They are responsible for providing the opportunity for the employee to access specialist drug and alcohol services to support in their recovery.

4.2 Employees

All employees have a responsibility to ensure that they comply with this policy and a responsibility for their own health and actions, as well as the safety of the public and colleagues. This includes presenting themselves in a fit state for work and remaining throughout the working day, in a fit and safe condition to undertake their duties and not be under the influence of alcohol or drugs.

Employees should:

- not possess, store, trade or sell controlled drugs on school premises or bring the school into disrepute by engaging in such activities outside of work;
- seek help if they have concerns regarding their alcohol or drug consumption. It is recommended that they approach their GP, and also their line manager, so that the school can assist in the provision of appropriate support to help speedy rehabilitation, for example referral to the occupational health service, medical professionals, professional drug/alcohol treatment agencies etc.;
- co-operate with any support and assistance provided by the school to address an alcohol or drug misuse problem;
- not, even with the best of motives, to 'cover up' for, or collude with, a colleague with an alcohol or drug-related problem but instead should encourage the individual to seek help;
- where the individual concerned does not wish to come forward to seek help, and their colleague(s) genuinely suspects that the individual may be misusing drugs or alcohol, and that this is adversely affecting their performance at work, colleagues have a responsibility to raise their concerns with the employee's line manager. Colleagues must bear in mind that the intention of this policy is to offer support to staff as outlined in 1.1 above, not to be a punitive policy, and that deliberately making a false report could be considered as a disciplinary matter as outlined at 15 below;
- attend Occupational Health when requested and take up and commit to any programme of support implemented to help with their recovery.

Where the employee is required to drive for work purposes, they have a responsibility for ensuring they are not under the influence of alcohol or drugs.

Any consumption or use of substances must not damage their ability to complete work in a proper manner. An employee needs to advise their Headteacher if they are taking any prescribed drugs that might affect their ability to perform tasks safely or affect their conduct or attendance at work. Employees should seek advice from their GPs on whether prescribed drugs might affect their work.

Teachers and other school staff are in a position of trust and are required to take reasonable care of pupils under their supervision. They must not engage in conduct that could bring into disrepute the reputation and standing of the school and the profession.

4.3 Occupational Health

The OH service provision will be dependent on the service level agreement the school has with their provider, but it is important that appropriate occupational health expertise is available when dealing with matters relating to alcohol and drug abuse.

Occupational health services can work with an individual who wants to address their problems or addiction. This could involve supporting them while they go through detoxification and withdrawal and helping them to adopt effective coping strategies.

However, it must be remembered that an occupational health referral cannot replace the active management of the issue by the employer.

Where necessary, an individual with alcoholism or drug dependency should be referred to a specialist service.

Following a referral, OH will inform the Headteacher of fitness for work issues which may include prognosis of the findings, how long the employee might be absent from work, whether the employee's duties might be contributing to the problem and the value of considering alternative employment.

OH will treat all matters in the strictest of confidence, however, where it is clear that the employee poses a significant risk to themselves, other employees, pupils or parents, OH will need to inform the employee's Headteacher. OH will advise the employee that they will need to discuss the circumstances with others.

Where a member of staff has been absent for medical reasons related to drug or alcohol misuse, they may require confirmation from a doctor or OH as to their fitness to resume duties. The recommendation may be for a flexible phased return to work.

5. CONFIDENTIALITY AND RECORD KEEPING

- 5.1 Drug and alcohol dependence are recognised medical problems. An employee who is misusing drugs, substances or alcohol has the same rights to confidentiality and support as they would if they had any other medical or psychological condition.
- 5.2 An employee with a drug, substance use or alcohol problem who comes forward is assured that their problems will be dealt with discreetly. However, if information suggests that an employee's drugs problem has potentially serious criminality or raises safeguarding concerns there may be an obligation to share this information with the appropriate authorities.
- 5.3 Any requests for help, or any incidents involving alcohol or drugs, must be properly recorded and kept in confidence. When an occupational health specialist is involved, reference to the existence of medical documents should be made on the personal file and an agreement reached on disclosure and confidentiality.
- 5.4 All matters relating to the managing sickness absence process must be kept confidential to relevant parties at all stages. Failure to do so could mean a breach of mutual trust and confidence. Should a breach occur, this may be viewed as a matter of misconduct or gross misconduct, and action, including summary dismissal, may be taken under the school's Disciplinary Policy and Procedure.
- 5.5 Sickness absence related to a substance dependency issue will be identified on an employee's absence record.

6. DEFINITIONS

- 6.1 The World Health Organisation defines substance misuse as harmful or hazardous use of psychoactive substances, including alcohol and illicit drugs. For the purpose of this policy substance use includes:
- Alcohol;
 - Illegal drugs (as defined by the Misuse of Drugs Act 1971);
 - New psychoactive substances (NPS) or legal highs;
 - Prescription medication;
 - Over the counter medication;

6.2 The school must also uphold the Misuse of Drugs Act 1971 and will not knowingly permit the supply, sale or misuse of illegal drugs on school premises. The Act makes the following activities involving drugs illegal:

- Possession;
- Possession with the intent to supply;
- Production;
- Supply or offer to supply another person;
- Import and export;
- Use of or supply of drugs on the premises.

6.3 Under the Misuse of Drugs Act, drugs are classified according to their perceived danger. Class A drugs include ecstasy, cocaine, heroin, LSD, mescaline, methadone, morphine, opium and injectable forms of class B drugs. Class B includes cannabis, cannabis resin, oral preparations of amphetamines, barbiturates, codeine and methaqualone (Mandrax). Class C includes most benzodiazepine (for example, Temazepam, Valium), other less harmful drugs of the amphetamine group, and anabolic steroids.

6.4 New Psychoactive Substances (NPS) are often referred to as 'legal highs', 'designer drugs' or 'club drugs', the terms are used interchangeably.

6.5 The school is committed to the health, welfare and safety of its employees through its responsibilities under the Health and Safety Act 1974. It also requires employees to be responsible for their own health and safety and the health and safety of others.

6.6 A further duty exists under the Management of Health and Safety at Work Regulations 1999 to assess any risks to the health and safety of employees. Consequently, a failure to deal with an employee's substance misuse problem that might put others at risk could lead to the school being prosecuted.

6.7 The Road Traffic Act 1988 makes it an offence for any person to drive or attempt to drive a motor vehicle if they are unfit to do so because of alcohol or drug consumption. Employees are reminded that this includes driving on a morning after a period of heavy alcohol consumption.

7. MANAGING EMPLOYEES WITH SUBSTANCE MISUSE ISSUES

7.1 Substance use problems are defined as those problems which incorporate a variety of harms (including physical and mental) caused by alcohol or other drugs which may be problematic to the individual or the organisation. This includes new

psychoactive substances (“legal highs”) and prescribed medications as well as alcohol and illegal drugs.

- 7.2 Whilst the school is not against alcohol consumption outside of office hours, and it is not the intention of this policy to intrude into the privacy or lifestyle of employees, the school recognises that alcohol misuse is associated with a variety of negative workplace outcomes, including higher levels of absenteeism, reduced turnover and increased frequency of accidents. The school must respond where consumption of alcohol shows a clear detrimental effect on an individual’s attendance or work performance.
- 7.3 The consumption of alcohol by school employees during working hours or **immediately** prior to work is not permitted. Should an employee consume alcohol for any reason during working hours they should not return to work, instead they should arrange to take a leave of absence agreed with the Headteacher. Employees should be reminded that they should not drive home.
- 7.4 Employees are reminded that following a period of heavy drinking they may still be over the legal alcohol driving limit the morning after.
- 7.5 Employees are reminded that it is a criminal offence to buy/supply alcohol to a person under the age of 18 years. The consequence of which can be either the issuing of a Penalty Notice or a summons issued to appear before a Magistrates Court and where a person can receive an unlimited fine and a criminal record.

8. EMPLOYEE INVOLVEMENT WITH DRUGS AND ALCOHOL

- 8.1 An employee’s use of substances may result in higher levels of absenteeism and, as a result, may have been identified through attendance management procedures. In these circumstances, the issue should continue to be monitored through the Attendance Management Policy as well as through the procedures within this policy.
- 8.2 The use of substances can have a damaging effect on workplace productivity, safety, health and morale. With any amount of alcohol or other drugs in their system, employees can be less efficient and less safe. In particular, where employees are doing jobs that need a high level of alertness to stay safe, impairment from ‘the morning after’ effect can be potentially catastrophic.
- 8.3 Where excessive use of alcohol or other drugs by an employee takes place outside of working hours, the school will consider the impact that this may have on hours of work or on overall levels of performance. In these circumstances the

school will also need to consider whether there is any negative affect on the school's reputation and/or public confidence.

9. IDENTIFYING A PROBLEM

9.1 Early identification of substance misuse problems is a key factor in supporting employees into recovery. Identifying whether an employee has a substance misuse problem may not be as simple as asking them. Employees may deny they have a problem with drug or alcohol use. The indicators that can be used to determine drug, substance and alcohol abuse may vary widely from one abuser to another, based on the extent of their addiction, the frequency of abuse and the types of drugs they are abusing. The most obvious signs are a change in the employee's personality or an inability to work effectively (e.g. an increase in accidents or absences). Other signs include:

- Sudden mood changes
- Unusual irritability or aggression
- A tendency to become confused
- Abnormal fluctuations in concentration and energy
- Impaired job performance
- Poor timekeeping
- Increased short-term sickness absence
- A deterioration in relationships with colleagues or management
- Poor personal hygiene
- Dishonesty, theft or bribery allegations (arising from the need to maintain a habit).
- unexplained dips in productivity, accident records and near misses
- disciplinary problems or conduct problems with employees.
- High levels of sickness, lateness, time off and absenteeism
- Reduced quality of work and poor performance caused by erratic behaviour, impaired judgment, impaired decision-making, impaired eyesight, reduced co-ordination or loss of concentration — this may be caused by actual intoxication or by hangover" effects
- Safety concerns — including an increased risk of accidents due to reduced perception of risks or impaired reaction times
- Reduced motivation and poor work attitudes
- Low morale and poor co-operation with workmates — colleagues may have to "cover" for a person who is performing poorly or always sick
- Arguments, aggression and poor discipline.

9.2 Identification through the Headteacher

9.2.1 A Headteacher should monitor the factors which may indicate an underlying substance misuse problem such as absenteeism, performance problems, working relationships and behaviour at work as part of usual supervision procedures. Headteachers should be aware of and monitor changes in work and attendance patterns of staff, assisting in the identification of employees who may be in need of help because of issues related to this policy.

9.2.2 Where a Headteacher identifies, or is made aware of, a problem which they think is as a result of substance use, they should speak to the employee at the earliest opportunity to raise their concerns and inform the employee of the support available through this policy. This should be documented during usual supervision methods.

9.2.3 Where the employee is unfit to work due to drug or alcohol use the Headteacher should ensure that the employee is able to get home safely. The employee should be advised not to drive home and if they do so that the police will be called. If the employee drives as part of their job they should be removed from duties until the Headteacher can be sure that the employee is fit for duty and is not a danger to the public.

9.2.4 If the Headteacher feels that further intervention is required following the initial conversation with the employee, they should arrange a meeting to formally record the concerns and investigate the circumstances. Where necessary, the Headteacher can seek advice from their HR provider. A trade union representative or work colleague can accompany the employee at the meeting. The Headteacher should make it clear that they wish to support the employee to overcome their problem, including the provision of practical assistance if appropriate.

9.2.5 The purpose of the meeting is to discuss all/any of the following points:

- Inform the employee of an identified deteriorating pattern of work performance;
- Ask the employee for their view of the problems, their nature and the reasons behind them;
- Explain the consequences of continued lowered work performance;
- Make the employee aware of the support available;
- Follow up any relevant issues discussed at a normal one to one session. At the meeting the facts known by the Headteacher should be presented to the employee.

9.2.6 If it is concluded that substance use is contributing to the workplace problem the Headteacher should seek to obtain signed consent from the employee for a

referral to OH. The Headteacher should make it explicitly clear within the referral to OH that they are seeking opinion about concerns connected to substance use. The employee should receive a copy of the OH referral. The Headteacher does not need to diagnose a substance use problem, but highlight that drug or alcohol use may be a possible issue.

9.2.7 The meeting may fail to reach a conclusion that a substance use problem exists, or the employee may reject or fail to cooperate in a referral. The employee should be made aware of the help that is available for them. In these instances, and without any improvement in performance by the employee, disciplinary action may be considered as part of the Disciplinary Policy.

9.2.8 If no disciplinary action is taken, the Headteacher must make clear that the situation will remain under review and identify clear standards for work performance and behaviour. A record of the meeting should be made and, if appropriate, a date agreed to meet again and examine progress. This record should be maintained on a confidential need to know basis, bearing in mind that the details of the meeting may need to be utilised within any possible attendance management or disciplinary process.

9.2.9 A substance use problem does not excuse poor work performance or misconduct, but it may be treated as a mitigating factor. Any disciplinary investigation that has commenced may be suspended if a substance use problem emerges. The suspension of a disciplinary investigation can occur while diagnosis and recovery are in progress.

9.2.10 In cases where the employee is unable to carry out their substantive post, consideration should be given to transferring the employee temporarily to a suitable alternative while in recovery.

9.3 Identification through a work colleague

9.3.1 Any employee who reasonably believes that a colleague has a substance use problem should encourage them to seek help through this policy or through community services that are available. If their colleague does not seek help and the employee believes them to have a substance use problem which is affecting their work, they should approach their Headteacher in strict confidence.

9.3.2 If an employee feels that substance use by a colleague amounts to malpractice, for instance where the care of vulnerable people or responsibilities for assets is at stake, they are obliged to report the incident. If they feel it is more appropriate, they can report the problem through the school's Confidential Reporting Code.

9.4 Identification through the affected employee

9.4.1 Employees who are concerned that they may have a substance use problem are encouraged to seek help at the earliest opportunity. They can do this in a number of ways:

- Through their Headteacher;
- Through any other colleague that they feel they can talk to;
- Through their GP;
- Through specialist agencies (see additional information);
- Through an Employee Assistance Program.

10. REFERRAL PROCEDURES AND RECOVERY PROGRAMME

10.1 If an employee is found to have, and recognises they have, a substance use problem, their Headteacher will make the employee aware of and facilitate the opportunity to obtain specialist help. Management responsibility is to provide the opportunity for the employee to access specialist drug and alcohol services however, it is the employee's responsibility to take up and commit to any programme of support. Where an employee has not done so, management is not under automatic obligation to offer further opportunities.

10.2 The Headteacher should inform the employee of any potential help available under this policy, including the offer of a referral to OH and supporting access to community drug and alcohol recovery services. If the employee agrees, a confidential consultation will be arranged with OH as soon as possible.

10.3 If a consultation between the employee and OH occurs, OH will conduct an initial assessment which will include screening for alcohol use disorders. Where a possible alcohol dependency or other substance use problem is identified OH will facilitate a referral to specialist recovery services. Where increasing or high risk substance use is established (but not possible dependency) OH will provide brief advice and a follow up appointment within 4 weeks.

10.4 An employee may wish to seek help themselves without being referred to OH. Wherever possible appointments should be made outside normal work time but where that is not possible the Headteacher may agree to appointments taking place in work time. In these cases, the employee must agree to provide evidence of attendance at the appointment and update their Headteacher on the progress being made. Where there is evidence that the issue is to the extent that it has been deemed to be covered by the Equality Act paid time off should be considered as a reasonable adjustment. A list of approved organisations is available within the supporting documents.

10.5 In circumstances where an employee does not recognise or accept the existence of a substance use problem, or fails to cooperate with the support provided through this policy, this in itself will not lead to disciplinary action. However, any continuing unsatisfactory performance or misconduct may lead to disciplinary action under the normal disciplinary procedures. Where any disciplinary action has been suspended, pending referral to OH or obtaining support from external community recovery services, it may be reinstated and appropriate action taken in these circumstances.

10.6 The Headteacher (and the HR provider, if appropriate) will be made aware of any relevant outcomes of any referral to OH or other community drug and alcohol recovery services. The information must remain confidential between the parties involved on the understanding that it may be relevant within any future formal process stemming from the case.

10.7 Where a recovery programme has been identified and accepted by the employee, the Headteacher will write to the employee confirming the working arrangements while participating in recovery services. This notification will require the employee's agreement and will identify a number of issues including the following:

- Details about a return to work date (including, where relevant, a phased return), if the employee has been absent;
- Reinforcing the message that the intention of the programme is to get the employee back to work in an effective way;
- Details of further attendance at OH and any meetings with the Headteacher;
- Reference to any attendance at any specialist recovery services;
- Request to keep all medical appointments and comply with recovery regimes;
- Commitment to act in a positive way and not recommence taking significant amounts of alcohol or other drugs;
- Agreement to being monitored by the Headteacher.

The record should be signed by the employee and the Headteacher and a copy should be retained by both the Headteacher and employee to refer to if/when needed while dealing with the situation going forward.

10.8 Time off for medical appointments or attending specialist recovery service appointments will be classed as any other absence for medical treatment. Evidence of attendance at these sessions must be provided to the Headteacher. Cases of substance misuse will not directly be regarded as a disability within the

requirements of the Equality Act 2010. However the effects of the misuse may need to be considered within the confines of the Act, for example mental illness.

- 10.9 Alternatively, if the employee is fit for work during the treatment programme, it may be necessary to consider a period of transfer to other duties. This may occur if it is considered that a return by the employee to their substantive post would result in further misuse problems or constitute a risk to themselves or others.

11. RECOVERY FROM SUBSTANCE DEPENDENCY

- 11.1 Reasonable support will continue to be offered by the school as long as progress is being made by the employee overcoming the substance use problem and the identified work related issues (e.g. absenteeism, performance problems, working relationships and behaviour at work) have improved.
- 11.2 The school recognises that recovery can restore the ability to return to acceptable working standards, but also that relapse may occur. If an employee fails to respond to two separate recovery programmes no further support in work time will be offered.
- 11.3 Any further work related issues due to an alcohol or other drug problem may be dealt with under the Disciplinary Policy. This may include consideration of an original breach of discipline through a process that was suspended while engagement in recovery services was taking place.
- 11.4 Where the employee successfully completes a programme of recovery, he/she will be met with by the Headteacher to establish future expectations of work performance/behaviour and to offer continuing support through OH if necessary.
- 11.5 Where ill health reasons are used as the basis preventing the employee's recovery, the school's redeployment procedures must be considered within the overall attendance management process, alongside any medical advice. If, despite the employee's full cooperation, they develop a chronic medical condition due to their substance use and as a result they are unable to achieve and maintain an acceptable standard of work performance or attendance at work, dismissal may be considered as an option. The appropriate procedures must be followed in instances of potential dismissal. It must be made clear on what grounds any dismissal is taking place and this must be subject to medical evidence where appropriate.

12. DRINK OR DRUG DRIVING OFFENCES

- 12.1 Any loss of licence due to a conviction for driving while over the legal alcohol limit or under the influence of drugs may have repercussions on continuing employment within the school.
- 12.2 Where it is a significant condition of employment that the employee holds a current driving licence, the individual must report any loss of licence through a conviction to their headteacher/manager. Depending upon the circumstances of the specific case, this may result in termination of employment through the disciplinary process. However, each case should be considered on its own merits. Consideration must be given to a number of issues such as whether the employee can still satisfactorily carry out their duties without a driving licence or whether it is possible to consider redeployment. In these circumstances the employee must be made aware of the specialist support services available to them.

13. ALCOHOL AND OTHER DRUGS SCREENING AND TESTING

- 13.1 The school will not require its employees to be screened or tested for alcohol or other drug use as a matter of course.

14. CONSUMPTION OF ALCOHOL IN THE WORKPLACE

14.1 School events

Employees are, under normal circumstances, expressly forbidden to consume alcohol in the workplace, including those being dealt with under this Policy. Any breach of this rule will result in disciplinary action being taken, which could result in dismissal. There are, however, certain occasions when senior management may make an exception, for example, retirements, special birthdays, Christmas etc. Such occasions will be clearly notified to employees in advance and it will be clear that pupils will not be on the premises. At such times, employees will still be expected to behave in a responsible manner. Drivers are advised, where necessary, to find an alternative means of transport home.

14.2 Consumption of alcohol on residential visits

Staff who are accompanying students on longer-term residential visits should, wherever possible, be allocated some 'free time' during which it may be acceptable, at the party-leader's discretion, to consume alcohol. However, care

should be taken to ensure that staff regarded as 'on duty' understand that they are not permitted to consume alcohol during this time since they have a duty of care over the pupils in their care and may be required to make professional decisions or actions. Party leaders should also be mindful of ensuring an appropriate number of staff remain 'on duty' to supervise the pupils on the visit, and agree this with SLT in advance, and include 'staff drinking alcohol' as part of the Risk Assessment for the visit.

15. FURTHER INFORMATION

15.1 Employees who attempt to abuse this policy may face disciplinary action. The school takes false or misleading accusations very seriously which may result in further action taken through the disciplinary procedure. This will not include ill-founded allegations that were made in good faith.

15.2 For further information please contact your HR provider.

16. SUPPORT ORGANISATIONS

- **Alcohol Education and Research Centre (AERC)**
<http://www.aerc.org.uk>
Alcohol Research UK is an independent charity that tackles alcohol-related harm by funding high quality, impartial research.
- **Alcohol Concern**
<http://www.alcoholconcern.org.uk>
Alcohol Concern is the national agency on alcohol misuse. It works to reduce the incidence and costs of alcohol-related harm and to increase the range and quality of services available to people with alcohol-related problems.
- **Alcoholics Anonymous**
<http://www.alcoholics-anonymous.org.uk>
Alcoholics Anonymous is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism. Helpline: 0845 769 7555.
- **Drinkaware**
<http://www.drinkaware.co.uk/>
Drinkaware is an independent charity that promotes sensible drinking.

- **Drinkline**
<http://www.nhs.uk/Livewell/alcohol/Pages/Alcoholsupport.aspx>
Drinkline offers information and self-help materials, help to callers worried about their own drinking, support to the family and friends of people who are drinking, and advice to callers on where to go for help. Tel: Helpline: 0300 123 1110 (Monday–Friday 9am–8pm, weekends 11am–4pm)
- **DrugWise**
<http://www.drugwise.org.uk>
DrugWise, an independent centre of expertise on drugs, aims to inform policy development and reduce drug-related risk.
- **FRANK**
<http://www.talktofrank.com>
Previously known as the National Drugs Helpline, FRANK provides free confidential drugs information and advice.
- **Institute of Alcohol Studies**
<http://www.ias.org.uk>
The aims of the Institute are to increase the understanding of alcohol and of public policies necessary to reduce the problems associated with its use.