



**Southern
Education
Trust**

Alcohol and Drug Abuse Policy

Next Review: Mar 2027

Guidance for staff

1. You must not consume alcohol/use illegal drugs on the Trust's premises other than at authorised social occasions.
2. Any employee who is found consuming alcohol/using illegal drugs on the Trust's premises or is found to be intoxicated at work will normally face disciplinary action on the ground of gross misconduct under the Trust's disciplinary procedure.
3. You must not consume alcohol/use illegal drugs during working hours including during breaks.
4. You must not consume alcohol/use illegal drugs when working for the Trust in a capacity where you are responsible for the wellbeing of pupils or colleagues - for example on a school trip. This applies both inside and outside of your normal working hours.
5. Reporting for work when unfit due to the influence of alcohol, drugs (whether illegal or not) or substance abuse is also forbidden and may be regarded as a gross misconduct offence. Whether you are unfit for work is a decision to be made by the Headteacher/CEO or other senior leader.
6. The possession, use or distribution of drugs for non-medical purposes on the Trust's premises is strictly forbidden and a gross misconduct offence.
7. If you are prescribed drugs by your doctor which may affect your ability to perform your work you should discuss the problem with your Headteacher/CEO or other senior leader.
8. If the Trust suspects there has been a breach of this policy or your work performance or conduct has been impaired through substance abuse, the Trust reserves the right to request you to undergo a medical examination to determine the cause of the problem.
9. If you refuse to undergo a medical examination in such circumstances your refusal will normally be treated as gross misconduct.
10. If, having undergone a medical examination, it is confirmed that you have tested positively for an illegal drug or have a problem with alcohol or drugs, the Trust reserves the right to suspend you from your employment to allow the Trust to decide

whether to deal with the matter under the terms of the Trust's disciplinary procedure and/or to require you to undergo treatment and rehabilitation.

11. If you do not follow any agreed/recommended course of treatment or if it is ineffective, lapses in your performance, conduct or attendance will be dealt with in accordance with our normal procedures, as appropriate.
12. The Trust reserves the right to request to screen you for alcohol using a standard breathalyser if it is believed that you are under the influence of alcohol.
13. The Trust reserves the right to inform the police of any suspicions it may have with regard to the use of controlled drugs by its employees on the Trust's premises.