

ALCOHOL & SUBSTANCE MISUSE POLICY

Introduction

Rutledge has a zero tolerance approach to drug, alcohol and substance misuse. We wish to:

- Enable staff to recognise drug, alcohol and substance misuse problems, in order to enforce the zero tolerance approach, and direct persons concerned to appropriate sources of support.
- Minimise accidents to staff and learners, as well as illness and poor work performance due to drug or alcohol problems.

Aims

1. This policy relates to all staff / learners at Rutledge; during hours undertaking work or study and when undertaking activities on behalf Rutledge or attending Rutledge-related social events.
2. While Rutledge has a general interest in the well-being of its staff / learners, what they do in their private lives is generally outside the scope of this policy unless it affects their work, interferes with the legitimate activities of other members of Rutledge or risks their safety or that of others, or brings Rutledge into disrepute.
3. Rutledge is committed to promoting the health and well-being of its staff / learners and will ensure any staff / learners with alcohol or substance dependency problems have the opportunity to obtain support and are treated sensitively. Rutledge wishes to ensure that the health, safety and welfare of its staff / learners are not jeopardised through misuse of alcohol or substances in Rutledge.
4. The Health and Safety at Work Act 1974 stipulates that employers have a duty to ensure the health, safety and welfare of employees and others who may be affected by work activities, including learners and visitors, as far as is reasonably practicable.
5. This policy sets out the approach Rutledge will normally take when the consumption of drugs and/or alcohol affects the performance of its staff / learners. Each case will be considered on its merits. Rutledge is committed to offering guidance and early assistance with the primary concern being to help the individual whose performance and/or behaviour is affected.
6. The Misuse of Drugs Act 1971 makes it an offence for anyone who occupies, or is involved in the management of premises, to knowingly allow the production or supply of controlled drugs or illegal substances on their premises.
7. A staff member / learner who contravenes this policy, refuses support or whose performance and/or behaviour does not improve following support may be subject to Rutledge's Disciplinary Procedures.

Alcohol

- Staff / Learners should not consume alcohol or bring alcohol onto the premises at any time, or come into class/work under the influence of alcohol.
- Staff / Learners should not consume alcohol during contracted working hours/training hours, nor should they come into work/training under the influence of alcohol.

Drugs and substances

- Rutledge forbids the use of illegal drugs and non-prescribed drugs and the inappropriate use of substances on its premises.
- It is an offence for an individual to possess or supply illegal drugs. It is also an offence to illegally supply prescribed drugs. Rutledge would be committing a criminal offence under the Misuse of Drugs Act if it knew that illegal drugs were being used, kept or supplied on its premises.
- If at any time anyone on Rutledge premises is suspected of acting illegally in respect of drugs, alcohol or substances the incident will be reported to the police.
- Examples of illegal drugs are heroin, cocaine, cannabis/marijuana, ecstasy, ketamine and amphetamines. Examples of substances are glue, solvents and medical gases. This list of examples is not exhaustive.

Scope:

This policy is applicable to all persons working within Rutledge, including contractors and volunteers, learners and visitors. It also applies to staff working in areas of activity carried out in Rutledge's name.

Definitions:

Substance Misuse – drinking alcohol, taking drugs or a substance, either intermittently or continuously, such that it adversely interferes with an individual's health, work or study performance or conduct or affects the work performance and/or safety of themselves and others.

Drugs – This term includes prescription medicines where the prescription medicines have not been prescribed for the person possessing or using them and/or such prescription medicines which are not taken in accordance with a physician's direction; includes any substance (other than alcohol) that produces physical, mental, emotional or behavioural changes in the user.

Controlled Substance – includes all chemical substances or drugs listed in any controlled substances acts or regulations applicable under the law.

Roles and Responsibilities

Everyone has a responsibility to report alcohol and substance misuse in any of its forms. All members of staff have a responsibility to promote a culture where alcohol and substance misuse is not tolerated, is free from unacceptable behaviour and reacts to any reports of substance and alcohol abuse as quickly as possible and to record these appropriately.

Staff and learners must present themselves for duty in a fit condition, unimpaired by the use of alcohol, drugs and chemical substances. Individuals who contravene these rules may be dismissed. However, Rutledge will provide assistance for individuals that need advice and/or assistance because they are concerned that alcohol, drugs or other substance abuse may interfere with their ability to attend work and perform their duties in a safe and effective manner.

Each learner is responsible for ensuring his or her own behaviour and work or study performance remains appropriate whilst engaged in Rutledge activity and is not affected by excessive alcohol consumption or substance misuse.

Learners who suspect, or know, that they have an alcohol, or substance-related problem should seek professional help at an early stage to avoid the problem becoming worse. Learners should familiarise themselves and comply with any Rutledge policy that prohibits the consumption of alcohol during working hours. There are many roles and activities in Rutledge where any reduction of alertness or disturbance of critical faculties could compromise the health and safety of the person involved or others. Learners should notify their Tutor/mentor/branch manager if they are taking prescribed medication that could affect their ability to work or study safely.

Disciplinary Action

In line with Rutledge's disciplinary policy, the following will be regarded as serious misconduct:

- Attending work and/or carrying out duties under the influence of alcohol or drugs.
- Consumption of alcohol or drugs whilst at work (other than where prescribed or approval has been given).

Where a breach of these rules occurs, but it is established that an alcohol or drug abuse problem exists, and the member of staff is willing to co-operate in referral for specialist help and subsequent treatment, Rutledge will suspend any disciplinary procedures and provide assistance. Staff who do not comply with the treatment suggested or continue to abuse alcohol or drugs will be subject to the application of the disciplinary policy.

Should a member of staff take up the opportunity of assistance on this basis there need be no further formal involvement of the manager in terms of action. Human Resources will, however, keep the manager aware in broad terms of progress with treatment. It may be, however, that the member of staff would wish, or agree to, further involvement of their manager as a means of assisting progress with treatment.

Procedures for dealing with incidents of alcohol and substance misuse on Rutledge premises:

These procedures are designed to deal quickly and effectively with difficult situations. Staff and learners welfare is our uppermost concern.

1) Learners suspected of possession of alcohol or drugs or being under the influence of alcohol or drugs

i) Ask yourself - what evidence can I see / hear / smell to confirm my suspicions?
If you feel that your suspicions are confirmed, then consult with your Manager.

ii) You should identify yourself and ask for their name and course and explain to the learner your suspicions.

iii) It is important to remember that Rutledge staff do not have the right to stop and search learners. However, this could be a condition of entry to Rutledge. If the learner offers to turn out their pockets or bag you may choose to let them. If learners do not co-operate the alternative is to involve the Police.

iv) If the learner admits to possession of alcohol or drugs or being under the influence of either of them ask the learner to leave Rutledge premises and inform the branch manager.

The branch manager will invite the learner back in and invoke the disciplinary procedure.

v) If the learner denies possession, or being under the influence of alcohol or drugs, take the following action:

- If you believe the learner, explain why your suspicions were aroused and remind them of Rutledge's policy and code of conduct. Record the incident in the student's record.
- If you feel that the situation warrants further investigation/action despite the denial, refer to the branch manager.

vi) There is a key Health and Safety issue of people in classes and workshops under the influence of alcohol. Staff will need to make a considered judgement as to the level of influence and if there is any doubt about a learner's condition they must not be allowed to participate in the session. Staff should refuse entry and seek support for the student from their Mentor who will take the appropriate action. At all times staff need to be aware of their own personal safety. Assistance can be sought from other members of staff/tutors.

vii) Rutledge has a duty of care to its learners under the influence of drugs or alcohol and an individual assessment will need to be made with regard to the personal safety of the learner being asked to leave the premises.

viii) Summary of action to be taken:

- Automatic immediate suspension pending an investigation
- If under 19, telephone call and letter to parent
- If apprentice - letter also to employer
- The learner may be referred to their Mentor for support
- Decision made to call Police depending on circumstances

2) Learner suspected of selling drugs on Rutledge Premises

i) If you suspect that drugs are being sold contact the branch manager, who will come to you and deal with the situation. Do not attempt to detain the learner physically if they attempt to run away.

ii) Summary of action to be taken if proved:

- The branch manager contacts the Police
- Automatic immediate suspension pending investigation
- If under 18 telephone parents, followed by written letter
- If the learner is an apprentice, telephone their employer and follow up with a letter.

3) Staff suspect that learner is misusing drugs but not currently under the influence of or in possession of drugs.

i) This is a delicate situation and must be treated in confidence. In the first instance refer this to the learner's Mentor who will liaise with the branch manager.

4) Learner disclosing drug misuse to a member of staff

i) This is also a delicate issue and must be treated in confidence. Try to get the learner to agree to see their Mentor who can get them in touch with alcohol and substance misuse support workers. It might help the learner for you to agree to accompany them if you think it appropriate. If the learner will not see their Mentor you need to explain that because of your concern for his/her welfare you have to inform this member of staff. Explain that his/her role is to assist the learner to overcome their difficulty not to judge them. Also outline to them the consequences of them using or selling drugs on Rutledge Premises (as outlined in this policy).

5) Staff or learners finding drug equipment

i) There are separate guidelines for dealing with these incidents. You must contact the branch manager immediately, who will arrange for safe removal. Do not touch anything yourself.

6) Parent, employer or neighbour contacting Rutledge with an issue relating to drug misuse.

i) These should be referred to a mentor or branch manager immediately.

7) Incidents of suspected drug misuse off-site, including visits and residential trips.

i) Incidents of drug and alcohol abuse in the above situations are to be treated as seriously as if they had occurred on Rutledge premises. The action taken by the member of staff involved will be tempered by the particular circumstances they find themselves in, but should fit into this framework wherever possible.

8) Support for learners who are the victims of drug misuse

i) Rutledge fosters a supportive environment and will provide appropriate support for learners who are:

- Off site users of drugs
- Family or friends of users
- Victims of drug-related activities

ii) Notwithstanding the disciplinary procedures outlined earlier, Rutledge will provide support and counselling for the following groups within the limits of its expertise and resources. The Mentor will be the focal point of this support and will utilise the expertise of appropriate outside agencies.

9) Staff suspected of being in possession or under the influence of banned drugs or alcohol

i) Any incident involving staff suspected of drug or alcohol misuse will be reported to, and investigated by the branch or regional manager. If the drug or alcohol incident is confirmed the Branch/Regional Manager will then report to the Operations Director and HR Manager. This may result in disciplinary/advisory or monitoring action being taken. If the incident involves a member of Senior Management this will be reported to the

Operations Director and if the incident involves the Operations Director, this will be reported to the CEO.

Forms 1 and 2 (ASMP) should be used to report and formally record any misuse of alcohol or drugs by staff or learners.

Reviewed by: SMT (August 2012)

Revised by: Breda Cullen

Form 1 (ASMP)

Alcohol and Substance misuse incident report form	
Type of incident:	
Suspected of being under the influence of alcohol/drugs	<input type="checkbox"/>
Suspected of being in possession of alcohol/drugs	<input type="checkbox"/>
Suspected of selling banned substances	<input type="checkbox"/>
Details of person involved:	
Name:	Course: Age :
Witness details: <i>(Witnesses have the right to remain anonymous)</i>	
Name:	Course
Name:	Course
Incident details:	
Location:	Date & Time:
Description and actions taken:	
No further action <input type="checkbox"/>	
<i>(Complete this section if person concerned is no longer under suspicion of being involved in an incident concerning alcohol/ drugs)</i>	
Person involved has been advised of completion of form <input type="checkbox"/>	
<i>I have read and am in agreement with the above report</i>	
Signed:	
What support has been offered?	
Who has been informed:	
Police <input type="checkbox"/>	Staff: Line Manager <input type="checkbox"/>
Personal Tutor <input type="checkbox"/>	Assistant Principal (Staff & Learner Services) <input type="checkbox"/>
Line Manager <input type="checkbox"/>	
Learner Mentor <input type="checkbox"/>	
Parent <input type="checkbox"/>	
Form completed by:	
Signature:	Name: (print)
Date:	
Form to be sent to : ??????	

