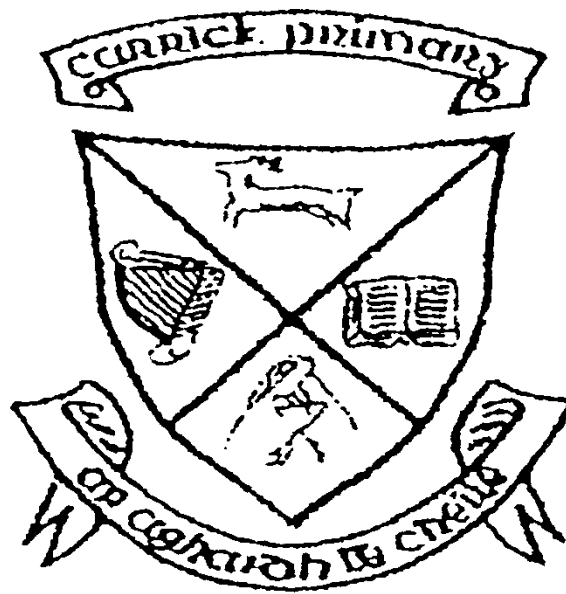


Carrick Primary School



Drugs and Alcohol Workplace Policy

January 2020

VISION STATEMENT, MISSION STATEMENT AND SCHOOL AIMS

Vision Statement

Forward Together: Ar Aghaidh le Chéile.

Mission Statement

In Carrick Primary School we aim to provide a safe, caring and stimulating environment, in which to realise and celebrate the academic and non-academic potential of all our pupils. We expect our pupils to work hard and encourage parents to assist us in laying the important foundations for future learning.

School Aims

In our school we aim to:

- Create a safe, enjoyable learning environment, in which effective learning is facilitated and quality teaching is provided;
- Implement all aspects of the Northern Ireland Curriculum;
- Help our pupils to develop a positive attitude towards life and a love of learning;
- Value, respect and nurture every child in our care;
- Encourage pupils to respect themselves and others, and to support and care for one another;
- Equip our children with the necessary life skills, to enable them to participate in a fast changing society;
- Develop and strengthen each pupil's understanding and love of Catholic values, by promoting the Catholic ethos throughout the school;
- Endorse the United Nations' Convention on the Rights of the Child and work towards the implementation of policies and practices which reflect the Convention; and
- Involve the parents, Board of Governors and wider community in the life of the school, and in the holistic development of the children in our care.

Carrick Primary School
DRUGS AND ALCOHOL POLICY

1 INTRODUCTION

Carrick Primary School has adopted this policy which is designed to encourage the early identification of drugs and alcohol related problems. It provides the school with a constructive and preventative strategy regarding drugs and alcohol problems amongst its employees.

Drugs and alcohol problems can affect an individual's health and well being and cause a wide range of social problems. This policy is concerned primarily with the effects of drugs and alcohol problems on the job performance and career prospects of the employees.

This Drugs and Alcohol Policy has four main objectives:

- i To *retain* employees;
- ii To *encourage* employees with drugs and/or alcohol problems to seek help;
- iii To *refer* employees for help;
- iv To *restore* health and productivity.

The Policy is intended to:

- 1.1 reduce and help prevent the incidence of drugs and/ or alcohol related work impairment; and
- 1.2 reduce the personal suffering of employees with drugs and/ or drink problems and also the consequential effects on colleagues.

2 POLICY

- 2.1 The school recognises that drugs and alcohol related problems are primarily health and social concerns and, therefore, employees with such problems require help and treatment.
- 2.2 Drugs and alcohol related problems in the context of this policy are defined as any drug taking or drinking, either intermittently or continually, which interferes with an employee's work performance in the areas of efficiency, productivity, safety or attendance at work.
- 2.3 When it becomes evident that an employee has a drugs or drink problem affecting conduct at work or work performance, that employee will be asked

to discuss the matter with the Principal. The employee concerned will have the right to be accompanied by a Trade Union representative.

- 2.4** When discussing these problems with employees the desire of the school to assist the employee will at all times be uppermost in the mind of the Principal. As a result of this discussion the Principal will offer the employee the opportunity to seek an outside assessment of the problem and, if necessary, treatment from an appropriate agency. The Principal will make clear to the employee that during any period of treatment all benefits and rights laid down in the contract of employment will be safeguarded. When the employee is judged to be fit to resume working, it will normally be in that person's original post. If, for some reason, that is not possible, every effort will be made to find that employee suitable alternative employment in the school. Should the employee not be satisfied with the arrangements being offered, the matter will be referred to the Grievance Procedure.
- 2.5** The procedure established by the Agreement for assisting an employee with drugs or drink related problems is quite distinct from the Disciplinary Procedure. An employee with an identified problem, which affects conduct at work or which prevents the achievement of a satisfactory level of work performance and who refuses the opportunity to receive help, may have the matter referred to the Disciplinary Procedure. Equally, if an employee denies the existence of a drugs or an alcohol problem or discontinues a course of treatment and then reverts to previous unsatisfactory levels of conduct or performance, the employee may have the matter referred to the Disciplinary Procedure.
- 2.6** An employee who accepts the opportunity to receive help, but whose conduct or work performance afterwards reverts to the problem level, will have the new situation considered on its merits. If appropriate a further opportunity to accept and co-operate with help and treatment will be offered.
- 2.7** The application of this policy is limited to those instances of drugs and/ or alcohol related problems which affect the health and/or work performance or conduct of the employee. The policy does not apply to employees who, because of indulgence in alcohol on random occasions, behave in a manner contrary to the standards of safety and conduct required by the school. Such instances will be dealt with in accordance with the normal recognised Disciplinary Procedures
- 2.8** The Policy applies throughout the Education Authority irrespective of sex, grade or position.

3 CONFIDENTIALITY

All discussions with an employee in connection with this policy will be strictly confidential. This will equally be the case with any counselling or other treatment undertaken by the employee. While appropriate personnel records will be kept, it is accepted that any record of treatment will be the property of the person administering that treatment. No discussion about the employee will take place with another party, without the permission of that employee.

4 TRAINING

All employees will be given a copy of the agreed Drugs and Alcohol Policy.

Support and guidance will be given to those with special responsibility for implementing the policy. Depending on the level of responsibility and the knowledge and skills considered necessary, training programmes will cover as appropriate, the following: -

- I Basic understanding of drugs and alcohol and the rationale and procedures of the policy;
- ii The nature of a drugs problem and/ or a drinking problem, its possible causes and effects;
- iii The relationships between drug taking and/ or alcohol consumption, problems, behaviour, efficiency, safety and general work performance; and
- iv The range of help, such as counselling, which is available from local agencies.

Consultation and Review of Policy

This policy has been drawn up in consultation with our stakeholders. It will be reviewed every two years or sooner, if required.

Signed: Mrs A Cassidy (Principal)

Signed: Mr G Murdock (Chairperson of Board of Governors)

Date: **January 2020**

Review Date: **January 2022**