

<b>St. Joseph's In The Park</b>		
<b>Policy Title</b> <b>Code of Conduct For Staff</b> (incorporating Alcohol and Drugs At work)	<b>Date</b> <b>March 2018</b>	
<b>Owner</b> <b>Head</b>	<b>Date for review</b> <b>March 2020</b> <b>(Education Committee)</b>	

**This policy is for whole school including EYFS.**

## **1. INTRODUCTION**

- All staff who work in schools set examples of behaviour and conduct which can be copied by pupils/students
- All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils/students to do the same.
- All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- This Code helps all staff to understand what is and what is not acceptable.
- All staff are expected to familiarise themselves and comply with all school policies and procedures.

## **2. SAFEGUARDING PUPILS/STUDENTS**

- Staff have a duty to safeguard pupils/students from:
  - physical abuse
  - sexual abuse
  - emotional abuse
  - neglect
  - radicalisation
- The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student to the school's Designated Safeguarding Lead (DSL) for Child Protection, Head, or the Deputy, Head of Pastoral Care.
- Staff are given access to the school's Child Protection Policy and Whistleblowing Procedure and staff must be familiar with these documents.
- Staff should treat children with respect and dignity and must not seriously demean or undermine pupils, their parents or carers, or colleagues.
- Staff should not demonstrate behaviours that may be perceived as sarcasm, making jokes at the expense of students, embarrassing or humiliating students, discriminating against or favouring students.
- Staff must take reasonable care of pupils/students under their supervision with the aim of ensuring their safety and welfare. Particular attention must be paid when supervising children, especially when they are changing clothes for activities, that both children and staff are not placed at risk or in a vulnerable position.

### **3. RELATIONSHIPS WITH STUDENTS**

- Staff must declare any relationship that they may have with students outside of school; this may include mutual membership of social groups, tutoring or family connections. Staff should not assume that the school is aware of any such connections. A declaration form may be found in Appendix 1 of this document.
- Contact with student must be via school authorised mechanisms. At no time should personal telephone numbers, email addresses or communication routes via personal accounts on social media platforms be used to communicate with students.
- If contacted by a student by an inappropriate route, staff should report the contact to the Head immediately.

### **4. PUPIL/STUDENT DEVELOPMENT**

- Staff must comply with school policies and procedures that support the well-being and development of pupils/students.
- Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils/students.
- Staff must follow reasonable instructions that support the development of pupils/students.

### **5. HONESTY AND INTEGRITY**

Staff must maintain high standards of honesty and integrity in their work. Staff must be aware of the risks to their own safety and the safety of the children in their care. These include:

- Handling and claiming of money and the use of school property and facilities must follow appropriate school guidelines.
- Any private sports coaching or one-to-one tutoring undertaken must be with the full knowledge of the Head and should not involve a child in the teacher's main class.
- Transporting children in a private car must be with the full knowledge of the school and parents
- Having regard to the contents of the school's Anti-Bribery and Corruption Policy

### **6. CONDUCT OUTSIDE WORK**

- Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school community.
- Staff must at all times engage in appropriate relationships with parents, at all times maintaining professional conduct
- In particular, criminal offences that involve violence or possession or misuse of drugs or sexual misconduct are to be regarded as unacceptable.
- Staff must exercise caution when using digital technology and social media and be aware of the risks to themselves and others.
- Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school nor be to a level which may contravene the working time regulations or affect an individual's work performance in the school.

### **7. E-SAFETY AND INTERNET USE**

- Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Regard should be given to the schools' e-safety policy, social media policy at all times both inside and outside work.

- Staff must not engage in inappropriate use of social network sites which may bring themselves, the school community or employer into disrepute. Staff should ensure that they adopt suitably high security settings on any personal profiles they may have. Staff should not have parents or children as friends on any social network sites.
- Staff should exercise caution in their use of all social media or any other web based presence that they may have, including written content, videos or photographs and views expressed either directly or by 'liking' certain pages or posts established by others.
- Contact with students should only be made via the use of school email accounts.
- Photographs or video footage of students should only be taken using school equipment, for purposes authorised by the school. Any such use should always be transparent and only occur where parental consent has been given.

## **8. CONFIDENTIALITY**

- Where staff have access to confidential information about pupils/students or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil/student.
- All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil/student is bullied by another pupil/student (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the pupil's/student's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter.
- Staff have an obligation to share with the school's Designated Senior Persons any information which gives rise to concern about the safety or welfare of a pupil/student. Staff must NEVER promise to a pupil/student that they will not act on information that they are told by the pupil/student.

## **9. DISCIPLINARY ACTION**

All staff need to recognise that failure to meet appropriate standards of behaviour and conduct may result in disciplinary action, including dismissal.

**Appendix 1**

**Relationships with students outside of work declaration**

It is recognised that there may be circumstances whereby employees of the school are known to students outside of work. Examples include membership of sports clubs, family connections or private tutoring.

Staff must declare any relationship outside of school that they may have with students:

<b>Employee Name</b>	<b>Student Name</b>	<b>Relationship</b>

I can confirm that I am fully aware of the code of conduct relating to contact out of school with students in line with this policy.

In addition, if I am tutoring a student outside of school, I am aware that the following must be adhered to:

The child in question is not a pupil in my class – this is a stipulation of such tutoring

I emphasise to parents that this is done completely independently of the school

No monies come through the school at any point, informally (e.g. via the child) or formally

No private tutoring is to take place on the school premises unless there is prior permission by the Head/Bursar

I confirm that if these circumstances change at any time I will complete a new form to ensure the school are aware.

Signed..... Date.....

Printed .....

Once completed, please return this form to the Head's PA.

## **Alcohol and Drugs At Work**

### **INTRODUCTION**

The Governing Body is committed to providing a safe and productive work environment and to promoting the health, safety and well-being of its employees. The Alcohol and Drugs at Work Policy is designed to ensure that employees are aware of the risks associated with alcohol/drug misuse and the consequences of their actions.

The inappropriate use of alcohol or drugs can damage the health and well-being of employees and have far-reaching effects on their personal and working lives. At work, alcohol or drug misuse can result in reduced levels of attendance, sub-standard work performance and increased health and safety risks not only for the individual concerned but also for others, for example colleagues, pupils, parents and contractors. Furthermore, the effects of alcohol or drug misuse are likely to be detrimental to the school's reputation.

The policy applies to:

- all employees of the school, including the Headteacher;

The policy does not apply to:

- peripatetic staff who are centrally employed by the LA;
- employees of external contractors and providers of services. (Such staff are covered by the relevant procedures of their employing body)

## **2. PURPOSE, SCOPE, PRINCIPLES AND DEFINITIONS**

Where the Headteacher is the subject of concern, it will be the responsibility of the Chair of Governors to ensure that the steps in this policy are followed.

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.

The purpose of this policy is to:

- Promote awareness and prevent alcohol and drug addiction.
- Identify and provide help and support to those with an alcohol or drug related problem.
- Encourage a sensible approach to the consumption of alcohol.

- Provide clear guidelines on the consumption of alcohol at work including off site activities.
- Safeguard employees, pupils and visitors from the hazards of alcohol and drug abuse.
- Provide appropriate support and advice to Headteachers/Governing Bodies on how best to deal with employees who may suffer from alcohol and/or drug related problems.
- Engender a climate that encourages openness and honesty (within the boundaries of strict personal confidentiality and legal requirements) and that gives employees, Headteachers and Governing Bodies confidence to deal with substance misuse problems by following a clear procedure.

Drug and alcohol misuse should become a matter of concern to the Headteacher/ Governing Body when misuse interferes with an individual's work capacity, conduct, health or attendance.

### **2.1 Definition of drug misuse**

Drug misuse refers to the use of illegal drugs and the misuse, whether deliberate or unintentional, of prescribed drugs and substances such as solvents. Drug misuse can harm the misuser both physically and mentally and through the misuser's actions, other people and the environment.

### **2.2 Definition of alcohol abuse**

Alcohol abuse is defined as a level of consumption which affects an employee's ability to carry out their duties. The simultaneous use of alcohol and drugs is particularly dangerous.

### **2.3 Gambling**

See Appendix 3 for guidance on gambling problems.

### **2.4 Code of conduct**

Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school community (see Staff Code of Conduct)

## **3. EMPLOYEE RESPONSIBILITIES IN MANAGING ALCOHOL AND DRUG MISUSE**

- All employees are expected to ensure that their personal consumption of alcohol or use of prescribed drugs does not interfere with their ability to perform their duties safely and competently. Being under the influence of drink and/or drugs while at work may lead to suspension from employment while a disciplinary investigation takes place.

- Any employee suffering from drug or alcohol dependency should declare such dependency, and the school will subsequently provide reasonable assistance, treating absences for treatment and/or rehabilitation as any other sickness absence. See Appendix 2 for further reading and support mechanisms.
- Failure to accept help or continue with treatment or breach of the conditions in section 9.1 may render the employee liable to normal disciplinary procedures.
- Intoxicating substances such as alcohol may remain in the system for some time and even small amounts can impair performance and jeopardise safety. Employees are responsible for allowing sufficient time for the intoxicating substance to leave their system before reporting for work, this can apply to reporting for work the next day.

#### **4. CONSUMPTION OF ALCOHOL AND/OR DRUGS DURING THE WORKING DAY**

##### **4.1 Alcohol**

To ensure the safety of all children and staff, all school employees including those who have direct or indirect contact with children are forbidden from consuming alcohol at any time during the working day, including breaks. Any breach of this condition is likely to be investigated under the schools disciplinary procedure.

For guidance on the consumption of alcohol on school trips, social events etc. please see Appendix 4.

##### **4.2 Illegal Drugs**

The use of illegal drugs or the misuse of other drugs is forbidden at any time during the working day, including breaks and if alleged is likely to be investigated under the schools disciplinary procedures.

##### **4.3 Prescribed Drugs**

Exceptions apply to drugs prescribed for the individual or over-the-counter medicines used for their intended purpose (in accordance with the instructions given by the prescriber, pharmacist or manufacturer) and where the safety of the individual or others with whom they come into contact is not compromised. Employees must notify the Headteacher or the relevant designated person should they be prescribed medication or plan to take medication that may cause side effects and impair their ability to undertake their duties safely and effectively in which case the employee may need to have reasonable adjustments made to enable them to continue working or be certified sick as appropriate.

#### **5. POSSESSION OR DEALING IN DRUGS**

Possession or dealing in drugs at work should be reported immediately to the LADO (Local Authority Designated Officer) and police and the following action must be taken:

- Do not alert the employee of your intention to call the police and do not send them home.

- Contact the LADO (Local Authority Designated Officer) in line with Module 10 of the HSCB (Hertfordshire Safeguarding Children board) Child Protection Procedures.
- Contact the police.
- Wait for further instruction from the LADO and police.
- Inform your allocated HR Manager of the above.

## **6. DRIVING BANS RELATED TO ALCOHOL OR DRUGS**

Where employees who are required to drive as part of their conditions of employment are disqualified from driving as a result of an alcohol or drugs related offence the Headteacher may consider redeployment, if appropriate within school. If redeployment within school is not an option then the employees continuing employment may be at risk. Consideration should be taken to the possibility of the employee bringing the school into disrepute, which may then require an investigation under the schools disciplinary procedure.

## **7. PROCEDURE**

If the Headteacher is the subject of concern, the Chair of Governors should be responsible for following the steps identified below.

### **7.1 An employee who appears to be under the influence of drugs and/or alcohol while at work.**

The Health and Safety Executive guidance states that if an employer knowingly allows an employee under the influence of excess alcohol or drugs to continue working and thereby placing the employee or others at risk, the employer could be prosecuted. Therefore, where suspected consumption of alcohol or drugs is judged to affect work performance or conduct, the Headteacher or designated person will need to take immediate action.

- Send the employee home so that they and others are removed from potential risks. Consideration should be taken to their ability to return home safely, e.g. for them not to drive themselves home.
- Consider whether it is appropriate to initiate a disciplinary investigation under the School's Disciplinary Procedure. See the Model Disciplinary Procedure for schools for further information and how to follow the procedure.

### **7.2 An employee who appears to have a drug and/or alcohol problem**

Employees who are identified as possibly experiencing alcohol/drug related problems (see Appendix 1 for examples), whether by observation, poor performance, conduct or by their own voluntary admission, must be given the following assistance:

- If the Headteacher has concerns that an employee may have a drug or alcohol problem, he/she must first arrange an informal meeting to discuss his/her concerns with that employee. The employee may be accompanied by

a Union or Professional Association representative or a work colleague and no one else.

- During the initial meeting, the Headteacher should suggest to the employee that support is provided by way of a referral to the Occupational Health Unit. The employee should be made aware that his/her co-operation is required during the referral process in order for the Occupational Health Unit to be able to provide full support and advice. See Health and Attendance Policy for Schools for further guidance on the occupational health referral process.
- If the schools buys into an Employee Assistance Programme (see Appendix 2) advise the employee to take up their services.
- The Headteacher should make it clear to the employee that any necessary time off will be granted for treatment/ support in accordance with the leave of absence policy.
- The employee should return, as far as possible, to their normal duties during and after treatment. This will depend on their ability to perform those duties or on the consequent risk of relapse due to a return to those duties. If a return to normal duties is not considered to be appropriate, redeployment or other suitable options may be considered by the governing body.

## **8. WHEN TO APPLY THE DISCIPLINARY PROCEDURE**

The school will, where appropriate to do so, adopt a constructive and supportive approach when dealing with employees who may be experiencing drug or alcohol dependency/addiction. This means that employees seeking assistance for a substance misuse problem will not have their employment terminated simply because of their dependence/addiction.

Notwithstanding the above, there will be circumstances where breaches of the policy, whether dependency-related or not, will be treated as a disciplinary matter and may result in the summary dismissal of the employee. Examples of issues that will be subject to disciplinary action, including the possibility of dismissal, are:

- working under the influence of alcohol or drugs;
- incapacity through alcohol or being under the influence of illegal drugs;
- being convicted of any criminal offence connected with alcohol or drugs, regardless of whether the offence took place inside or outside the workplace;
- reasonable suspicion of activities, such as possession, consumption, dealing/trafficking, selling, storage of controlled drugs, either on work premises or engaging in such activities outside of work.

This list is not exclusive or exhaustive. Disciplinary action will in all cases be proportionate to the circumstances of the breach of this policy.

## **SIGNS OF ALCOHOL AND DRUG ABUSE**

Listed below are examples of the kind of symptoms which someone with an alcohol or drugs related problem may present. **Not all these symptoms will appear in every instance and it is possible that some of these symptoms may not be connected with alcohol or drugs** in which case signs which give cause for concern should be addressed appropriately.

### **Absenteeism/Irregular attendance**

- Multiple instances of unauthorised leave
- Frequent Monday or Friday absences
- Unusually high absenteeism (e.g. for colds, flu, gastritis and general malaise)

### **Reporting for work**

- Excessive lateness, for example on a Monday morning or returning from lunch
- Smelling of alcohol
- Unkempt appearance/lack of hygiene

### **Absenteeism whilst at work**

- Repeated absences from the post, more often than necessary
- Frequent trips to the toilet
- Overlong tea/coffee breaks
- Leaving work early

### **Lack of concentration and confusion**

- Work requires greater effort
- Jobs take an unreasonable time to complete
- Difficulty in recalling instructions and details
- Increasing difficulty in handling complex assignments
- Difficulty in recalling errors

### **Spasmodic work patterns and deteriorating performance**

- Alternate periods of high and low productivity
- Increasing general unreliability and unpredictability
- Missed deadlines
- Mistakes due to inattentiveness or poor judgement
- Complaints from colleagues about behaviour
- Attempts to borrow money from colleagues
- Avoidance of manager or colleagues

## Additional Support Mechanisms

## Appendix 2

Organisation	Details	Telephone	Website
<b>PPC Worldwide Employee Assistance Programme</b>	Schools have the option of buying into the Employee Assistance Programme provided by PPC Worldwide (Positive People Company). It offers online, telephone and face to face counselling on a range of personal and professional themes such as financial advice, relationship and bereavement support, stress counselling, work/life balance, increasing confidence etc. and supports both the employee and their family.	Alison Parkes, Adviser for staff wellbeing: 01438 844864	<a href="http://www.thegrid.org.uk/schoolworkforce/wellbeing/employee_assistance.shtml">www.thegrid.org.uk/schoolworkforce/wellbeing/employee_assistance.shtml</a>
<b>HSE (Health &amp; Safety Executive)</b>	Useful section on drugs and alcohol in the workplace	NA	<a href="http://www.hse.gov.uk/alcoholdrugs/index.html">www.hse.gov.uk/alcoholdrugs/index.html</a>
<b>Alcohol Concern</b>	A national agency working to reduce the incidence and cost of alcohol misuse and improve services to those with alcohol misuse problems.	020 7264 0510	<a href="http://www.alcoholconcern.org.uk">www.alcoholconcern.org.uk</a>
<b>Alcoholics Anonymous (AA)</b>	Website and telephone line supporting a network of local AA groups in the UK.	0845 769 7555	<a href="http://www.alcoholics-anonymous.org.uk">www.alcoholics-anonymous.org.uk</a>
<b>Drink Line</b>	Telephone helpline that 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.	0800 917 8282	NA
<b>NHS</b>	'Alcohol – Know your Limits' website	NA	<a href="http://www.nhs.uk/units">www.nhs.uk/units</a>
<b>The Drinkaware Trust</b>	An independent charity, Drinkaware aims to increase awareness and understanding of the role of alcohol in society, enabling individuals to make informed choices about their drinking.	0800 917 8282	<a href="http://www.drinkaware.co.uk">www.drinkaware.co.uk</a>
<b>National Drugs website</b>	Providing professionals with the latest news and guidance from government about the drug strategy	NA	<a href="http://www.drugs.gov.uk">www.drugs.gov.uk</a>
<b>FRANK</b>	A free, confidential 24 hour drugs helpline and informative website	0800 776600	<a href="http://www.talktofrank.com">www.talktofrank.com</a>

<b>Gamblers Anonymous</b>	Gamblers Anonymous is a fellowship of men and women who have joined together to do something about their own gambling problem and to help other compulsive gamblers do the same.	020 7384 3040	<a href="http://www.gamblersanonymous.org.uk">www.gamblersanonymous.org.uk</a>
<b>Gamble Aware</b>	Informative website on Gambling and how to find help.	0845 6000133	<a href="http://www.gambleaware.co.uk">www.gambleaware.co.uk</a>
<b>Gamcare</b>	Gamcare provides support, information and advice to anyone suffering through a gambling problem.	0845 6000133	<a href="http://www.gamcare.org.uk">www.gamcare.org.uk</a>

## **GAMBLING**

Just as with alcohol and drug addiction, gambling is also an addiction and line managers should offer support (see Appendix 2) to any employees it suspects has a problem resulting from regular gambling which affects their performance.

Employees who use school computers for online gambling will, in most cases be subject to disciplinary action.

## **CONSUMPTION OF ALCOHOL ON SCHOOL TRIPS, SOCIAL EVENTS ETC.**

Whilst this policy stresses in section 4.1 that the consumption of alcohol during the working day, including breaks is forbidden, there may be circumstances where the consumption of alcohol may be permitted at the discretion of the Governing Body.

It is the responsibility of the Governing Body to clearly define the occasions when the sensible consumption of alcohol will be permitted, e.g. school trips, social events. Clear guidelines must be put in place so that all employees are fully aware of what the expectations are for the consumption of alcohol at such events and the consequences of a breach of such guidelines (e.g. investigation under the schools' disciplinary procedures).

## **REVIEW & MONITORING**

This policy will be reviewed every two years or earlier if necessary.