

Ightham Primary School



Schools Drugs Policy Education & Incident Management



School Drugs Co-ordinator

Julie Avery



School Link Governor

Paula Freeman

Review details:

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'DRUGS' refers to ALL DRUGS including MEDICINES, VOLATILE SUBSTANCES, ALCOHOL and TOBACCO.

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Drug and drug education in the context of this document are inclusive terms including tobacco, alcohol, illegal drugs, medicines and other substances such as solvents.

A teacher of drug education does not need to be an authority on drugs, as it is the life skills approach that is crucial to this area of learning.

Successful drug education should start early; the key to which is developing pupils' emotional intelligence, resilience and life skills. These same skills are crucial to successful Sex and Relationships Education and anti-bullying approaches.

This policy applies to all pupils, parents/carers, volunteers and staff members attending the school or whilst on school business including off-site visits and trips.

1.0 Context

Our aim is for all learners to feel safe and valued as part of a caring community, to be proactive in their responsibilities towards the community, society, the environment and the economy, and to understand and respect diversity. We actively encourage all learners to develop a sense of self-esteem, to be well balanced and healthy individuals.

1.1 In-line with government guidelines, our school is a smoke free environment, which includes all buildings and school grounds/playing fields etc. Parent/carers, visitors and staff members are asked not to smoke on school premises or in the presence of pupils. This applies to off-site visits. In the interest of hygiene/cleanliness, we also ask that people refrain from smoking outside the school gates.

2.0 Principles (in keeping with the aims of the school)

2.1 Ightham Primary School is committed to the Health and Safety of all its members and believes that we have a duty to support and safeguard the well being of all its pupils and staff. The school is committed to the principles of the National Healthy Schools Programme.

2.2 Effective drug education is an essential contributor to ensuring that all children and young people are able to reach their full potential and that the school continues to work towards the five Every Child Matters outcomes for all its pupils. Education about drugs is also crucial for the school to achieve and maintain Healthy School status.

2.3 The school values the importance of its pastoral role in the welfare of its pupils, and through the general ethos of the school, we seek to encourage and develop young people's learning and ensure support appropriate to their needs is accessible.

2.4 Education about drugs is not concerned merely with substance, but with people in their social and community settings. Therefore, drugs education should involve the development of attitudes, values and the development of skills, as much as the acquisition of appropriate knowledge.

2.5 Drug issues and concerns extend across socio-economic and ethnic boundaries, and pupils of all ages and abilities will encounter both the positive and negative effects of drugs, whether used legally or illegally. Many pupils have some knowledge about illegal drugs through the media, "street talk", and personal experience. The school welcomes and encourages parent/carer and community involvement in the development of school policy and curriculum delivery.

2.6 This policy has been developed collaboratively by members of the school community, including pupils, parents/carers, staff and others where appropriate.

3.0 Aims of Drug Education

- To provide a safe, healthy environment in which pupils and staff can learn and develop.
- To ensure all members of the school community know and understand the rules of the school, the expectations about their behaviour, and the policy regarding drug incidents and concerns about individuals.
- To promote clarity about the management of drug related incidents in the school.
- To encourage and enable pupils to appreciate the benefits of a healthy lifestyle now, and in the future.
- To enable pupils to make reasoned, informed choices.
- To minimise pupils' experimentation with illegal or harm causing substances.
- To address and take account of local community needs, including the differences and diversity within the school community.
- To support and engage parents/carers and pupils in their own personal learning and responsibilities.
- To enable young people and staff to access support structures (including the voluntary sector), e.g. Connexions Service, counselling, and treatment.
- To monitor, evaluate and review learning outcomes for pupils/students.
- To work with KCC and outside agencies, including the voluntary sector, to secure and support a balanced delivery of a drugs education programme, e.g. School Drug Education Advisers, Advisery Service Kent, other schools, the Healthy Schools Programme, Health Promotion, Health Care professionals, Kent Police, Youth Service and Kent Safe Schools.

4.0 Objectives for Drug Education

- To provide opportunities for pupils to acquire knowledge and identify the distinction between authorised and unauthorised drugs.
- To develop and equip pupils with the knowledge, attitudes and skills necessary to build their resilience and avoid peer group pressure or unwanted drug offers from others.
- To build pupils' decision-making skills and increased self esteem.
- To engage parents/carers in the school community and learning process.
- To enable pupils and staff to access support if they have concerns about their own or others' drug use.

5.0 Principles of Teaching and Learning

5.1 In addition to Science, Personal, Social and Health Education (PSHE) provide opportunities for drug education. Workshops for both pupils and parents supplement the scheme of work. Y6 pupils take part in Safety in Action which is supported by local services and enables them to gain experience of how to be safe in the 'real world' through a range of real life scenarios. Theatre groups are also used to inform both Key Stages.

6.0 Knowledge and Understanding

6.1 Ightham Primary School adheres to the National Curriculum.

7.0 Attitudes, Values and Skills

7.1 Pupils are taught:

- To value and trust in their own learning through positive reflections and development of assertiveness and coping skills.
- Confidence building and communication skills.
- About themselves and their achievements, seeing their mistakes, making positive changes and setting personal goals.

- To recognise risky behaviour and risk taking within different situations and be able to respond appropriately.
- That pressure to behave inappropriately or to take risks can come from a variety of sources, including people they know, TV and wider media.
- How to seek/ask for help and use basic techniques for resisting peer or unwanted pressure in order to minimise harm to themselves or others.
- That their actions affect themselves and others, to respect and care about other people's feelings, trying to see things from their point of view.
- That communication and problem solving skills are central to bringing about a positive change in attitudes and actions.

7.2 In teaching drug education, teachers use a range of teaching strategies, including role-play, discussion group work, draw and write, debate and circle time. The use of circle time is a key strategy for developing life skills.

8.0 Resources

8.1 To ensure effective drug education it is essential that:

- Teaching resources are up to date, differentiated and culturally and age appropriate.
- The school allocates adequate funding to drug education provision.
- Adequate staff resources, development and training are provided to address identified needs.
- There is a protocol for use of visitors contributing to the school programme (See Appendix A).

9.0 Cross-Curricular Links

9.1 Drug education has many cross-curricular links, with science making a particular contribution. However, the development of life skills and Emotional Intelligence are themes throughout the curriculum, within the programme for Personal, Social and Health Education (PSHE), and enshrined in the values, which are embodied in the schools' ethos. There are links to other subjects, such as geography and physical education, and aspects of school life.

10.0 Scaffolding and Additional Educational Needs (AEN)

10.1 The needs of pupils with AEN will be taken into account by the teacher who may need to provide different resources, different activities or specific support to some pupils.

11.0 Staff Development

This school has an ongoing programme for professional development.

12.0 Links to Related School Policies

12.1 This policy is linked to other school policies including:

- PSHE and Citizenship
- Sex and Relationships Education Policy
- Behaviour
- Inclusion
- Equal Opportunities
- Child Protection
- Health and Safety
- Medicines and pupils/students with medical needs
- School smoking and alcohol policies.
- Confidentiality

13.0 Monitoring, Evaluating and Reviewing

13.1 Julie Avery, Deputy Head Teacher, is the named co-ordinator and there is a linked Governor for drug education and policy development.

13.2 Senior managers are involved in monitoring and evaluation.

13.3 Pupils, staff, parents/carers and governors are consulted and the programme and policy are modified where appropriate.

13.4 There is ongoing monitoring and evaluation of the programme, teaching methodologies and learning outcomes to ensure that needs are met.

13.5 Drug education is reviewed in line with current KCC and Government guidelines.

Management of Drug Related Incidents

1 Remit of the Drug Incident Management Policy

The school boundaries are defined as any area where a pupil is whilst he or she is in the charge of the school. Normally this means any area within the perimeter fence of the school. During any outside activities or trips it means anywhere where the pupil is in the charge of the school and its staff, whether this is within or outside school hours.

1.1 Pupils, parents, carers and all staff, including school visitors, should be made aware of the school Drug Incident Management policy and the school's expectations.

2 Responding to Concerns about Pupil Drug Misuse

2.1 The school will follow the guidance of the KCC and Kent Drug Alcohol Action Team 'School Incident Management procedures'.

2.2 If a pupil is suspected of being involved in substance misuse, is causing concern about his/her substance use, or makes a disclosure about their own or their family's substance misuse, the School Drugs Co-ordinator will make an assessment of the extent of the drug misuse. Following this assessment action must be taken to safeguard the pupil and, if appropriate, refer the pupil to local Young Person's Substance Misuse Services for further support. The Drug Use Screening Tool (DUST) will be used to help support this process. Referral to the local Drug Intervention and Support Programme may also be an option.

2.3 Communication between staff and early involvement of parents/carers and police should set the scene for early, supportive pastoral intervention. An appraisal should take place to determine the nature of the pupil's needs and the additional support a pupil might need if, for example:

- their knowledge about drugs is low
- they rely upon frequent use of drugs
- their drug use is affecting performance at school
- their drug use is causing problems such as conflict at home
- they feel under pressure to use, perhaps due to other problems
- their (or someone else's) drug use is impacting on their behaviour and/or emotional health.

In addition to the drug education they receive through the curriculum, extra support may include any or all of the following:

- providing information and advice in relation to specific drugs
- developing self-esteem and skills such as strategies for seeking support

- increasing their motivation to address their drug use
- facilitating access to activities of interest to them (such as Youth Clubs, extra-curricular events and activities, and external provision as part of Youth Service or Kent Drug & Alcohol Action Team (DAAT) activity)
- Liaising with the Connexions Service who can identify need and co-ordinate the help of specialist agencies.

3 Procedures for Managing Pupils Suspected or Found in Possession of Unauthorised Drugs (See also Appendix 3)

3.1 All teachers have a duty of care and the pupils' safety and care is of paramount importance.

3.2 If a pupil/student appears intoxicated by drugs or drink whilst at school, first aid or medical supervision must be the first consideration. If necessary, the young person should go to the local Accident & Emergency Unit. The School Drugs Co-ordinator will contact his/her parents or carers and request they collect him or her from school. If they are unavailable the pupil will be supervised in a suitable room until the parents/carers are able to collect him or her or other action appropriate to the individual and circumstances has been taken.

3.3 If a pupil brings drink or drugs to school or the school has good reason to believe they have done so, or if a pupil is found with a substance or a drug thought to be unauthorised, the following procedures should be followed:

- 3.3.1 All unknown tablets, powders and substances should be regarded as unauthorised.
- 3.3.2 There are Health and Safety considerations associated with handling unidentified substances. Gloves should always be worn if available, or a bag can be turned inside out and used to pick up the suspected drug. Advice is available through KCC's Children, Families and Education Health and Safety Unit. (01622) 694144 in conjunction with "The Safe Retrieval and Disposal of Used Hypodermic Needles and Syringes" attached at Appendix D.
- 3.3.3 The Police Youth Crime Reduction Officer (YCRO) should be the first point of contact with regard to confiscation of suspected illegal drugs in schools.
- 3.3.4 The police recognise that these issues will impact on the young person, their families, friends and the wider school community.
- 3.3.5 In the first instance, the school will attempt to contact the Youth Crime Reduction Officer. (Contact numbers in Appendix C). In "emergency" situations where the YCRO is unlikely to be able to attend immediately, the safety of all concerned is paramount, police assistance should be summoned in the most appropriate way (999 or local police station).
- 3.3.6 Substances should **NOT** be destroyed or flushed down the toilets.
- 3.3.7 If a pupil has taken a drug, or there is reasonable evidence to assume so, a trained first-aider will be called immediately, and professional medical help sought where appropriate. If not, then another member of staff will be called for help and as a witness.
- 3.3.8 Staff will inform the Head Teacher and the School Drugs Co-ordinator as soon as possible after they have ensured the safety of the pupil and any other pupils involved.
- 3.3.9 The school will encourage co-operation from pupils when asked to empty their pockets/bags and hand over the suspected drugs. The school recognises that it is

not legal for school staff to conduct a personal search of a pupil. Police help will be obtained when a personal search is deemed necessary.

- 3.3.10 If the Police YCRO is called he or she can carry out a search of the pupil/student and his/her belongings if he or she considers such a search is justified and within the law. The search **must** be done in the presence of an appropriate adult.
- 3.3.11 If a further search is necessary, a search of desks, drawers and lockers and other school property where pupils have access can be undertaken, but their consent should be sought before any search is undertaken. Where consent is refused the school will need to balance the likelihood that an offence has been committed against the risk that the pupil's right to privacy may be infringed without just cause before deciding to proceed with the search without consent. This school will not search pupil's private property, including bags and school lockers rented from the school, unless we have good reason to believe there is a likelihood of harm to pupils or others.
- 3.3.12 The Police YCRO can retain, secure and have the substance analysed and offer advice and guidance regarding the alternative options. Kent Police work closely with the Local Authority and Kent Drug and Alcohol Action Team. There are agreed protocols about dealing with 'experimental' drug use which seek to reduce harm to the pupil/student and minimise school exclusions.
- 3.3.13 It is legal for a staff member to confiscate substances thought to be illegal. Confiscated drugs should be sealed in a clear plastic bag, with the completed incident form attached, and locked away until the police arrive. (See Appendix C for sample Incident Reporting Form).
- 3.3.14 Where it is considered that the pupil has been at risk, or it is thought that the drug or substance is unauthorised, the pupil's parent or carer should immediately be contacted and asked to attend the school, unless this is not considered to be in the best interests of the pupil in which case Kent Safe Guarding - Child Protection Guidelines should be followed.
- 3.3.15 If it is established that the incident is drugs related, the Head Teacher will contact the Chairman of Governors to inform him/her of the situation.

Contact will be made with the Local Authority who will inform the KCC press office if there is a possibility that the media may become involved.

- 3.3.16 Teachers cannot guarantee confidentiality, and where a pupil discloses information that indicates he or she is at risk, the information will be passed immediately to the school's Child Protection Co-ordinator. A teacher should sensitively indicate to a pupil that confidentiality cannot be maintained, preferably before any disclosure takes place.
- 3.3.17 Staff should record what has happened and all actions taken as soon as possible and the witness should countersign your statement.
- 3.3.18 If the Head Teacher or Drugs Co-ordinator is unavailable or the incident happens off site, alternative arrangements should be in place. (See section 7 below)

4 Further Response, Support and Sanctions

4.1 The YCRO can, on request, if they consider this to be appropriate, use the **Drug Use Screening Tool** to assess the most appropriate intervention and will take legal action, including arrest, if considered necessary and requested by the School Drugs Co-ordinator or Head Teacher. A decision will be made in partnership with the school and with due consideration of all

available information. It is strongly recommended that School Drug Co-ordinators become familiar with the use of the Drug Use Screening Tool (DUST). For more information and advice, contact the SDEA.

4.2 In many situations a local Drug Intervention and Support Programme (DISP) will be run to educate young people of secondary age about the impact substance misuse.

Pupils of primary school age will require an individual approach. A consultation with your local Area Children's Officer is recommended. The school Designated Safeguarding Lead (DSL) has contact numbers and any referrals should be made by her.

Fixed term or permanent exclusion will only be considered as a last resort when the incident is extremely serious or part of a pattern of persistent behaviour.

5 Drug Testing and Passive Search Dogs

5.1 This school will only introduce drug testing after consulting and ascertaining the support of the whole school community. It will adhere to the KCC guidance, Guidance for Schools on Drug Testing.

5.2 If any pupil is identified as using drugs as a result of drug testing or passive search dogs, then the procedures in Section 3 will be followed.

6 Alcohol and Tobacco

6.1 Alcohol and Tobacco (AT) misuse by pupils/students is a serious issue for schools. Research shows that the younger pupils/students enter into experimental AT use, the more likely they are to develop an unhealthy lifestyle and problematic drug use. The school will take action to safeguard the pupil/s and inform parents/carers as soon as possible.

7 Residential and Off Site Visits

7.1 Residential and off site visits must comply with KCC "Regulations and Guidance for Offsite Activities" full risk assessment practice. Drug issues, including tobacco, alcohol and other substances including volatile substances, should be discussed. Pupils and parents/carers must be clearly informed of the school's expectations and repatriation policy and sign the code of conduct/consent form. Expectations of staff must also be considered and agreed.

8 Staff

8.1 Any staff bringing unauthorised drugs to work or their presence at work in an intoxicated state (including while staff are 'on duty' on school trips and activities off site) could be subject to disciplinary procedures and possible police prosecution. All staff have a duty of care to the pupils, therefore the Head Teacher must be informed immediately. All staff are expected to report any other member of staff suspected of bringing drugs to school or being intoxicated at work.

8.2 This school is a smoke free school, in line with national legislation effective from 1 July 2007. Staff smoking on school premises or who bring illegal drugs on to school premises will be deemed to be in breach of their contract. All staff are expected to adhere to the KCC Smoking Policy attached in Appendix C.

8.3 The school will make every effort to support any member of staff in these circumstances and encourage them to seek appropriate professional help.

9 Parents/Carers and Drug Incidents

9.1 This school informs parents about all aspects of its policies via a newsletter and via the school prospectus. A proactive approach is used. In the event of a school drugs incident, the

school will take any appropriate actions. Confidentiality and pupils safety issues are paramount. The school is not able to divulge any information about individual pupils. However, the whole school community can be reassured that every effort and precaution is being taken to ensure the safe running of the school and pupils. The school informs parents/carers of any local concerns/issues.

9.2 This school aims to be aware of the impact parent/carer drug misuse can have on a child and his/her education. Children of drug misusing parents/carers may be at greater risk of emotional and/or physical harm, but this is not always the case. A parent/carer with a drug problem does not necessarily neglect their child or put them at risk. The school aims to be alert to behaviour which might indicate that the child is experiencing difficult home circumstances.

9.3 When dealing with intoxicated parents/carers on school premises, staff should attempt to maintain a calm atmosphere. On occasions, a teacher may have concerns about discharging a pupil into the care of a parent/carer. The focus for staff will always be the maintenance of the pupil's welfare, as opposed to the moderation of the parent's/carer's behaviour.

9.4 Where the behaviour of an intoxicated parent/carer repeatedly places a pupil at risk or the parent/carer becomes abusive or violent, staff should consider whether the circumstances of the case are so serious as to invoke child protection procedures, and the involvement of the police, if necessary.

It is important to gain support from other colleagues to act as a witness and/or give additional guidance when addressing parent/carers whom are intoxicated.

10 Monitoring, Evaluation and Reviewing of this Policy

10.1 This school will review its policy in line with DfE Guidance:

- There is a named co-ordinator and a linked Governor for drug policy development.
- Senior managers are involved in monitoring and evaluation.
- Pupils, staff, parents/carers and governors are consulted and the policy is modified where appropriate.
- There is ongoing monitoring and evaluation of the effectiveness of this policy to ensure that needs are met.
- The Drug Related Incident Management Policy is reviewed in line with current KCC and Government guidelines. It is recommended that this review takes place at least every two years.

Appendix A

Checklist for Use of Visitors in Delivery of Drugs Education

Drugs Education is a shared responsibility and schools need not be alone in providing effective and relevant drugs education for young people.

Visitors and staff from a range of statutory and voluntary agencies can support and enhance drug education programmes in schools when part of a PSHE programme. However, they should not be used to abdicate the responsibility of the school, and be relied upon solely to deliver drugs education. The use of visitors needs to be part of a planned, coherent and integrated approach. The checklist below will assist the school in developing a partnership approach to drugs education delivery and support for young people.

Before involving a visitor it is useful to consider the following:

- Consistency with school's ethos, values, drug policy and approach to drugs education.
- The most appropriate source of information/support – why do you want the agency's involvement?
- What is the visitor expected to do ?
- What will the teacher's contribution to the session be ?
- Is it clear to the visitor that the teacher will remain in the classroom ?
- What preparation will be necessary, i.e. classroom layout, size of groups, content of session, A/V equipment etc. ?
- Has the visitor been checked with the Criminal Records Bureau (CRB)? Child protection implications.
- Have confidentiality issues been clarified, avoiding inappropriate disclosures?
- How will the session be followed up?
- How will the input be evaluated?
- Is parental consent required?

(This is not a comprehensive list. Further guidelines can be found in the TACADE publication: 'Making the most of visitors – using outside agencies in school drug education.') The KCC School Drugs Education Advisers and the Kent Healthy Schools programme will be able to provide support and guidance in selecting school visitors.

Appendix B

Record of Incident Involving Unauthorised Substances

- 1 For help and advice, telephone the School Drugs Education Adviser.
- 2 Complete this form WITHOUT identifying the pupil involved.
- 3 Copy the form (two copies if substance found)
- 4 Attach copy to bag containing any substances discovered
- 5 Send the copy within 24 hours of the incident to the relevant School Drugs Education Adviser.
- 6 KEEP the original, adding the pupil's name and form – store securely.
(please tick to indicate the category)

Concern established after following up a suspicion or allegation	Discovery OFF premises	Discovery ON premises	Pupil disclosure	Parent/carer use	A parent/ carer expresses concern
Name of pupil*: Pupil's form*: (*For school records only) Age of pupil: Male/Female Ethnicity of pupil: (For DAT records**) <input type="checkbox"/> Tick box if second or subsequent incident involving same pupil		Name of school: Time of incident _____ am/pm Date of incident: Report form completed by:			
First Aid given? _____ Yes/No		First Aid given by: _____			
Ambulance/Doctor called?(Delete as necessary)		Yes/No			
Called by: Time:					
Drug involved (if known): (e.g. Alcohol, Paracetamol, Ecstasy)		Sample found? _____ (Yes/No) Where retained: Witness name: Disposal arranged with: (Police, Environmental Health) At time:			
Senior staff involved:					
Name of parent/carer informed: Informed by: At time:					
Brief description of symptoms/situation:					
Other action taken: (e.g. Connexions or other agency involved: Educational Psychologist report requested: case conference called: pupils/staff informed: sanction imposed: LEA/GP/Police consulted)					
(continue on blank sheet if necessary)					

** Categories: British, Irish, other white, white and black Caribbean, white and black African, white and Asian, other mixed, Indian, Pakistani, Bangladeshi, other Asian, Caribbean, African, other black, Chinese, any other, not stated.

Smoking and E-Cigarette Policy Issued by HR



If you require this policy in another format please go to the end of this document for details.

KCC want to develop and foster a healthy organisation for staff through a range of activities. The position we adopt on smoking and the use of e-cigarettes (nicotine containing products (NCP)) at work is one of the ways in which we attempt to improve the working environment whilst respecting the position of individuals who choose to smoke or use NCPs.

Aims

This policy aims to give non-smokers the right to work in an environment that is free of tobacco smoke and vapours from e-cigarettes, whilst acknowledging the needs of people who do smoke or use NCPs.

Scope

This policy applies to all employees, members, contractors, visitors and members of the public whilst in our buildings.

KCC Policy Statement

Smoking and the use of e-cigarettes or “vaping” is not allowed in any of our buildings or establishments for the health, safety and well-being of our staff and visitors.

Residential establishments are exempt from any ruling for residents only and if designated smoking facilities already exist they must be clearly marked.

The smoking and e-cigarettes policy will apply to any of our rooms or premises that are hired out for functions.

Smoking and Others

E-Cigarettes – We expect people who use e-cigarettes or ‘vape’ to use these devices at a reasonable distance from our establishments.

Whilst it is recognised that there is no current legislation banning these products they remain unlicensed and little is known about the health risks they may cause. E-cigarettes contain liquid nicotine, flavour and other chemicals which is turned into vapour and is inhaled by the user. Our intention is to protect non smokers from being exposed to these vapours which could be potentially harmful, and may cause safety concerns.

Until such time as legislation comes into effect KCC will take the position of banning the use of these devices in the workplace.

Smoking and Vaping outside buildings - We expect people who are smokers or vapers to take steps to minimise the effects of their smoke or vapours on others whilst at work. Primarily this will be by ensuring that when smoking it is at a reasonable distance from the building.

Delivering Services in People's Homes - The smoking and vaping ban does not apply to private homes, so when you deliver services to service users in their homes you should come to an agreement with your service user about smoking and vaping. Employees whose work involves visiting people in their homes should refer to their Directorate specific risk assessment process.

Smoking and Vaping in Vehicles - Smoking and vaping is not allowed in KCC-owned pool cars and other KCC vehicles e.g. delivery lorries, mobile libraries.

KCC Staff Working for Other Organisations - Staff who are seconded or who work in establishments other than those owned by KCC must follow the policy of the organisation in question with respect to smoking and vaping.

Smoking and Vaping Breaks - Whilst we acknowledge that people may need to take breaks during the working day, including breaks to smoke and use e-cigarette devices, these should be minimal and in agreement with your line manager.

Enforcement and Monitoring

Managers are responsible for ensuring staff comply with this policy. Persistent and/or intentional breaches of the policy will lead to disciplinary action under KCC's Disciplinary Procedure.

Any visitor to our premises who breaks the conditions of this policy will be asked to stop smoking or vaping, or to leave the premises.

This policy will be:

- Displayed in all KCC workplaces
- Communicated to all employees, members, contractors, visitors and external clients
- Referred to in job advertisements and contracts of employment
- Made available to all new employees as part of their induction

Please note that where you see a 'No Smoking' sign this will also mean that you will be unable to use e-cigarettes or vape. Signs will be clearly displayed around buildings / establishments and within KCC owned vehicles.

Alternative Formats

This document is available in other formats. Call 03000 416409 or email Employment Policy Team for further details.

Connect2Kent interpreting and translations services can help us explain services to people if their first language is not English. Call on 0845 365 1645 an English-speaking operator will take details of your requirements and arrange a translation or interpreting service. You may

need an English-speaking friend or a family member to help you with this.

Local Support and Other useful contacts for Staff

Support is available for staff who wish to stop smoking from the organisations below:

- Stop Smoking Kent Helpline – 0800 849 4444, Email kcht.sss@nhs.net, Text: QUIT to 87023, Fax: 01303 858935 or Website: www.smokefreekent.co.uk
- Action on Smoking and Health (ASH) – offer confidential advice on problems associated with smoking in the workplace. Tel: (0207) 739 5902. Website: www.ash.org.uk
- National ‘Giving Up Smoking’ Helpline is on 0800 1690169.

Appendix D

Drugs & Alcohol Policy

Issue 2

February 09

Issued by Personnel & Development



This policy covers all employees and identifies KCC's approach to the management of situations relating to the inappropriate or excessive use and addiction to drugs or alcohol that put employees and others at risk. It also covers the use of prescription and over the counter medication that have an impact on an employee's ability to carry out their work.

The aim of this policy is to promote the health and well-being of employees and clients and to encourage people with problems relating to substance use or misuse to seek help in confidence.

KCC's Responsibilities and the legal framework

KCC has a responsibility to provide a safe and healthy working environment for its employees, and a duty to manage members of staff who may be putting themselves or others at risk because of inappropriate or excessive use or addiction to drugs or alcohol.

KCC aims to minimise problems at work arising from drug and alcohol misuse through prompt, sensitive intervention supported by health and well-being promotion, raising awareness and training.

KCC also aims to provide support to employees whose prescription or over the counter medication has an impact on their ability to carry out their normal duties.

The Legal Framework

As an employer Kent County Council has a duty under:

- **The Health & Safety at Work etc Act (1974)**
to ensure, so far as reasonably practicable, the health, safety and welfare at work of our employees and to protect others who might be affected by employee actions. Employees also have a personal responsibility to take reasonable care of themselves and others.
- **The Management of Health & Safety at Work Regulations (1999)**
to assess and control the risks to the health and safety of our employees.

- **The Road Traffic Act (1988)**

states that any person who, when driving or attempting to drive a motor vehicle on a road or other public place, is unfit to drive due to alcohol or drugs is guilty of an offence.

- **The Misuse of Drugs Act (1971)**

is the principal legislation for controlling drugs. Almost all drugs with the potential for dependency or misuse are covered by it. This act makes the production, supply and possession of these controlled drugs unlawful except in certain specified circumstances ie. when prescribed by a doctor.

Employees' Responsibilities

You are responsible for ensuring you are fit for work and remain so during the working day. You should inform your manager if you are taking prescription medication or over the counter medication that could impact on your ability to work safely and/or perform in your role. If you have a drug or alcohol problem that is having an impact on your work you should discuss the matter with your line manager so your manager can support you in seeking appropriate treatment from Occupational Health, Support Line or other agencies.

You can also discuss issues in confidence with your own doctor, by appointment with KCC's Occupational Health Team or with one of the independent advice centres run by KCA UK. Support Line can act as a referral service to KCA UK for staff who declare their dependency issues

You should not "cover up" for a colleague with a drug or alcohol problem. If you believe a colleague has a misuse problem or is affected by medication, speak to your line manager in confidence in the first instance.

If you have had an alcohol or substance dependency in the past, you should declare this to your manager. You should have declared this on your pre-employment health screening document, completed when your offer of employment was made.

Management Responsibilities

You are responsible for monitoring the performance, health, well-being and conduct of your staff whilst they are at work. Changes in an employee's behaviour or performance that maybe as a result of substance abuse must be monitored and managed according to individual circumstances, including providing guidance and support.

Advice from the Occupational Health Service and Personnel will be sought at an early stage if there are concerns about an employee's health, behaviour or conduct that could be related to substance abuse or the use of prescription medication.

Misconduct & Performance Issues

- KCC will usually treat an alcohol or drugs related problem in the first instance as a medical issue but will consider disciplinary sanctions where there is no co-operation or satisfactory improvement in work performance or behaviour.
- If the employee co-operates in addressing the problem with KCC's support, all reasonable effort will be made to assist the employee in successful rehabilitation. Reasonable effort could include allowing an employee to take unpaid leave to get necessary support; flexible working arrangements to attend support groups or counselling; referral to Occupational Health. Unless there has been serious misconduct or the individual presents a threat or risk to others, disciplinary action will not generally be taken at this stage.
- If an employee refuses treatment, or fails to respond to treatment and work continues to suffer, action under the Disciplinary procedure will be considered.
- Acts of gross misconduct occurring as a result of substance abuse or misuse may result in summary dismissal under KCC's Disciplinary Procedure. Gross Misconduct includes, but is not limited to, assault or other violent behaviour; possession, use, supply or offer of supply of illegal drugs whilst working or being under the influence of alcohol or drugs when undertaking a safety critical role.
- If an employee receives a driving ban for driving whilst under the influence of drugs or alcohol, and they are required to drive for work, the matter should revert to the Performance and Capability procedure in the first instance.
- Where an employee commits an act of misconduct that relates to substance abuse, any management investigation will take account of reports following a referral to Occupational Health. The circumstances of each case will be considered before any management action is taken.

Programmes of Assistance for Employees

1. Where an employee acknowledges a drug or drink related problem, KCC will make reasonable efforts to assist that employee in a successful rehabilitation, with advice and support from Occupational Health and other specialist services involved in the rehabilitation programme.
2. Where an employee is diagnosed as having a drug or alcohol problem, a reasonable level of time off will be allowed for counselling or other treatment.

3. If an employee has successfully completed a course of treatment and later relapses, the line manager will decide whether to support another period of treatment.
4. If an employee's work responsibilities are seen to be an obstacle to their recovery, then redeployment or, temporary alteration to their duties should be considered.
5. Where medication affects an employee significantly in the workplace, redeployment or, temporary alteration to duties should be considered.
6. If an employee suffers a short-term reaction to medication, immediate adjustments may be appropriate, which will be subject to review.
7. Support Line can help staff access referral services

Confidentiality

Any record of treatment will remain strictly confidential between the provider of support and the employee, unless the employee agrees otherwise. An agreement will be reached between the manager, the employee and the treatment agency as to what information will be shared. All information will be handled sensitively and only used for its proper purpose and in line with the Data Protection Act 1998.

Education and Training

Education is an essential and ongoing part of the Council's approach to drug and alcohol abuse in the workplace. KCC's aim is to raise employee awareness to recognise early signs of drug and alcohol abuse, how to address such problems and how to access treatment.

Further information and advice can be found in Drugs & Alcohol – Workplace Issues, Guidance for Managers.