



# Staff Handbook

<b>Policy Code:</b>	HR20
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## **1. INTRODUCTION**

Welcome to working with the Community Inclusive Trust.

We recognise that our people and our pupils are our greatest and most valuable assets. It is important to us that C.I.T is a great place to work and consequently, where learning comes first for C.I.T's children. Whilst working for us, you will have duties and responsibilities which must be discharged safely and compliantly. It is the Trust's responsibility to help you carry out your role efficiently, safely and responsibly so this Handbook is intended to facilitate excellence.

The HR team not only values your feedback, it is actually essential to us in making improvements and so please let us have your views and comments on this handbook, your induction process, job, colleagues and working life in general. You will receive staff surveys from us and we would encourage you to participate each time and provide honest feedback. We want to hear the good and the bad because we cannot help you or make improvements unless you share your experiences with us.

You will find full details of C.I.T Academies on our website: <https://citacademies.co.uk/>

Details of our staffing structure are available on our website and we recommend that you take time to familiarise yourself with the Trust Board, central team and leadership structure so as to be comfortable in knowing who to approach for expert support.

This Handbook contains the information, boundaries, policies and procedures concerning your employment and should be read in conjunction with your Statement of Main Terms of Employment ('Statement') which should have been provided to you. Additional, new or revised policies and procedures may be issued at any time separate to this Handbook and it is your responsibility to observe and adhere to these.

Unless contained within your Statement or stated otherwise, the content of this Handbook is non-contractual in its nature and may be varied from time to time without reference to you. The contents of this handbook supersede and override any previous arrangements which may have been in force.

If you have any queries or have not been provided with a Statement for any reason, you should have no hesitation in raising this matter with your Line Manager and HR.

## **2. SUPPORT**

Your wellbeing is a priority to the Trust. One part of our investment in your wellbeing is an initiative in partnership with Health Assured. They provide us with your Employee Assistance Programme (EAP) which is accessed by calling 0800 032 7097. Online lifestyle services are available at [www.healthassuredeap.com](http://www.healthassuredeap.com). Username: Croner Password: EAP

We understand that support needs vary across our people and so the EAP service is constantly available. 24 hours a day!

The EAP will help you with the following types of issues:

Consumer Counselling	Financial Family Medical	Work Stress
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You should receive a wallet card and leaflet as part of your induction or directly from HR (upon request). You are encouraged to call when you feel you may need support and assured that

calls are treated in the strictest confidence. It is important to note that the details of your issues won't be shared with the Trust (save for anonymised statistical information on usage levels). This means you need to share issues with us too if you would like our support in addition to the EAP's.

The EAP's online lifestyle services cover:

Emotional support    Medical factsheets    Personal coaching  
Health assessment    Stress assessment    Fitness advice

### **3. WORKING HOURS**

Your normal hours of work are detailed in your Statement; it is your responsibility to ensure that you attend punctually for work and follow all timekeeping and absence procedures. In order to help us to maintain optimum service levels, you may be required to work additional hours from time to time. Further details are contained in your Statement.

### **4. PAY & REVIEW**

The methods of pay and payment intervals are set out in your Statement. An itemised pay statement will be issued to you at each pay period.

If at any time you have any queries you should raise them with your Line Manager/management.

Any change in your pay will be notified to you; the Trust cannot guarantee there will be an annual pay increase.

On termination of employment, your final payment may be made in a different form to that stated in your Statement.

### **5. PERSONAL DETAILS**

At the commencement of your employment you will have provided us with various personal details. You must notify the Trust immediately of any change, e.g. name, address, telephone number, next of kin, bank details etc.

It is in your interest to notify us of any such changes. The Trust will not be responsible for any issues arising out of your failure to notify changes in your personal details.

### **6. ANNUAL LEAVE AND SCHOOL HOLIDAYS**

Your paid annual leave entitlement is detailed in your Statement.

School term and holiday dates will be determined and published by the Trust/individual schools each year.

Holidays are not permitted during term time for school staff. For non-school staff the details are as per your Statement.

The holiday year runs from 1 September to 31 August. The Trust recognises the following Bank/Public holidays:

(Bank/Public Holidays falling during term time will be regarded as holiday.)

- New Year's Day
- Good Friday
- Easter Monday
- May Day Bank Holiday Monday
- Spring Bank Holiday Monday
- Late Summer Bank Holiday Monday
- Christmas Day
- Boxing Day

New starters: please refer to your Statement for the accrual of your annual holiday entitlement. Payment for holidays will be at your normal rate of pay.

## **7. DRESS CODE**

During the course of your employment you will come into contact with pupils, parents, peers, members of governance and other visitors to the premises. It is important we all present a professional image having regard to appearance and standards of dress. It is a requirement of the Trust that you wear clothes and footwear that are appropriate for the work you perform and which present a neat, clean and professional appearance.

More detail of the dress code can be found in section 4 of the Staff Code of Conduct.

If you have any queries regarding the dress code, you should seek advice from your Line Manager.

## **8. YOUR ROLE**

You should be provided with a job description for your role to ensure your duties and responsibilities are clear.

To support all staff, you will be provided with an appropriate induction which is designed to ensure you are provided with all the required relevant information at the start of your employment.

All new employees will have a probationary period at the start of their employment. This is a supportive process where objectives will be set, training and support will be identified and arranged and expectations will be made clear. This process is designed to ensure all new employees are given the best opportunity to be a success in their new role.

If you have any queries about your induction or probation you should speak to your Line Manager initially or CIT HR.

## **9. POLICIES**

The Trust policies listed below are available on the CIT website – <https://citacademies.co.uk/cit-policies/> Please ensure you have familiarised yourself with the content of these policies. If you have any queries about any policy you should discuss this with your Line Manager or the CIT HR department.

These policies are reviewed regularly and any changes will be communicated to staff as required.

Unless stated otherwise these policies do not form part of any employees' Statement.

## **HR Policies**

- Absence Management Policy
- Allegation of Abuse Against Staff Policy
- Annual Leave and Leave of Absence Policy
- Capability Policy
- Disciplinary Policy
- Equal Opportunities and Diversity Policy for Employees
- Flexible Working Policy
- Grievance Policy
- Induction Policy
- Maternity, Paternity, Adoption and Shared Parental Leave Policy
- Menopause Policy
- Modern Day Slavery Statement
- No Smoking Policy
- NQT/ECT Induction Policy
- Pay Policy
- Performance Management Policy
- Probation Policy
- Safer Recruitment Policy
- Staff Code of Conduct
- Staff Wellbeing Policy
- Vexatious Communications
- Whistleblowing Policy

## **Finance Policies**

- Anti-Fraud and Anti-Corruption Policy
- Anti-Money Laundering Policy
- Capital and Revenue and Reserves Policy
- Charging and Remissions Policy
- Pension Policy (LGPS)
- Pooled Funding and Appeals Policy
- Procurement Policy
- Purchasing Terms and Conditions
- Reserves Policy
- Travel and Expenses Policy
- Financial Management Policy - <https://citacademies.co.uk/c-i-t-finance/>

## **Information Technology and Data Protection Policies**

- Acceptable Use of the Internet and IT Systems Policy
- Data Protection Policy
- Freedom of Information Policy
- Mobile Device Policy
- Photography Policy
- Privacy Notice – Governors/Trustees/Volunteers
- Privacy Notice – Staff
- Social Media Policy

## **Operational Policies**

- Business Continuity Plan
- Health and Safety Handbook
- Health and Safety Manual

### **General Management Policies**

- Communications Policy
- Complaints Policy
- Conflicts of Interest Policy

### **Safeguarding Policies**

- Domestic Abuse Guidance for Staff
- Looked After Children Policy
- Safeguarding Statement

### **School Policies**

Each individual school will also have school specific policies available on their website.

## **10. RIGHT OF SEARCH**

The Trust wants to safeguard you and our property and equipment. To achieve this, the Trust may carry out searches on its premises, including Trust vehicles, if it has reasonable grounds for suspecting that you or another individual may have committed a criminal offence, or any serious breach of your Statement/Trust policy. The Trust, with consent, shall:

- search any employee (outer clothes only)
- search employee property
- search the contents of parcels entering or leaving the premises
- search any vehicle used by an employee in the course of their employment
- search lockers
- search workstations including desk drawers
- electronic searches of user areas to include laptop and mobile phone, etc.

Searches will always be conducted in the presence of a third person and you will be encouraged to ensure another independent witness is present if so required.

Searches will be conducted in the presence of at least one witness chosen by you and the Trust.

Searches of employees shall be carried out in private.

You can refuse to give consent. However, an unreasonable refusal to consent when requested may be viewed as misconduct and may lead to disciplinary action (up to and including dismissal) being taken against you.

If you refuse to be searched, you will be required to remain in the presence of a Senior Manager whilst awaiting the Police.

The Trust reserves the right to search your work space without prior notice to you where it has reasonable grounds to suspect you have committed a criminal offence or a breach of your Statement or any of its policies.

Any employee found with property that does not belong to them, and for which he or she cannot satisfactorily account, may be subject to disciplinary action (up to and including but, not limited to, dismissal). "Property" will be deemed to include confidential information, such as pupil details.

## **11. DRIVING**

### **Information for Vehicle Drivers**

The following general policy applies if you drive on Trust business. This section should be read in conjunction with the Finance Policy.

You are requested to comply with the Trust's driving licence check process as and when requested, to enable the Trust to check the details of your driver record held by the DVLA. You must inform the Trust immediately if you are no longer entitled to drive for any reason.

The consumption of alcohol or illegal drugs prior to or during the course of driving is strictly prohibited and infringement of this rule may result in your summary dismissal.

You must ensure the vehicle is kept in good condition. This includes keeping it clean and ensuring the tyre pressure, lights, oil, water, etc are up to the required standard. You must not drive the vehicle in an unroadworthy condition. Any defects must be reported immediately to management. The vehicle must not be driven without the fault being rectified or prior approval given for its use.

Where any journey requires you to travel through any congestion or charge zone, you must ensure the applicable charge has been paid prior to you travelling. You will be responsible for the payment of any charges not settled prior to travelling through a congestion or charge zone. If these sums remain unpaid the appropriate deductions may be made from your pay.

You and any passengers must wear seatbelts at all times when the vehicle is in motion.

If you incur any fines for parking or other motoring offences whilst on Trust business you will be personally liable for the payment of such fines.

You must plan journeys sufficiently to ensure safe arrival. This means that enough time must be allocated for the journey, allowing for delays and rest-breaks on long journeys. You must ensure you are fit to drive and you are not tired before setting off on long journeys.

To make long journeys safer, you should not drive for more than two hours without a break. The use of overnight stays for long journeys may be permitted with prior management approval.

You should check weather forecasts and road traffic conditions before setting out on journeys. In the event of adverse weather or road conditions you should carry out all necessary driver checks, and adjust your journey times or routes, or reschedule your journey if necessary.

You must pay full attention to your driving at all times and avoid distractions, which can be caused by technology e.g. phones, satellite navigation devices, or audio equipment, eating or drinking, or others in the car. You should familiarise yourself with the policy regarding mobile phones.

### **Drivers Using Their Own Vehicles**

Where you are required to use your own vehicle on Trust business you must ensure you hold appropriate business insurance, a valid MOT certificate (where required), and the vehicle is taxed. You must inform the Trust immediately if you cease to have valid cover in respect of MOT, tax or insurance.

Any travelling expenses incurred in undertaking Trust duties in your own motor vehicle will be reimbursed by the Trust in line with policy and procedures.

### **Drivers of Trust Vehicles/Mini Buses**

The information set out below applies if you drive any kind of Trust vehicle.

You must hold a current and valid driving licence and adhere to the following at all times.

As all vehicles are insured through the Trust and any conviction for driving offences, driving endorsements or any fines incurred must be reported immediately. You are personally responsible for the payment of any fine or fixed penalty incurred whilst in charge of the vehicle. If you are considered to be acting carelessly or recklessly in your use of the vehicle, you may be subject to action under the disciplinary procedure (and this may involve the withdrawal of the vehicle where appropriate). If you are prosecuted or convicted of a driving offence which results in a period of disqualification, and the holding of a licence, is an essential requirement of the job this may result in your dismissal.

You must immediately report any and every accident or incident in which a vehicle in your charge becomes involved, regardless of fault and whether or not persons or property are affected.

The appropriate documentation must be carried at all times (e.g. insurance details), and you must ensure all security devices are activated when the vehicle is left unattended.

Where you are responsible for any damage or loss to the vehicle, the Trust reserves the right to insist on you rectifying the damage at your own expense or paying the excess part of any claim on the insurance. You will be responsible for any fines incurred. If these sums remain unpaid the appropriate deductions will be made from your pay in such circumstances.

When you are travelling in any Trust vehicle you must not smoke (this includes the use of electronic cigarettes (e-cigarettes) or electronic nicotine delivery systems (ENDS)), or allow others to smoke under any circumstances. The only exception will be if you are using your own vehicle on Trust business and you will be the only occupant.

Only authorised personnel may drive the Trust's vehicles. Unauthorised passengers must not be carried in vehicles, nor must vehicles be used for personal purposes without permission.

You have a duty of care to complete the Drivers' Log in the vehicle on a daily basis to record who is driving the vehicle at any particular time. Failure to complete the Drivers' Log accurately could lead to action under the disciplinary procedure.

You must comply with all statutory and Trust regulations regarding the recording of daily mileage, journeys undertaken, and driving hours. You must not exceed maximum driving hours by working for a third party.

### **Use of Mobile Phones Whilst Driving**

You must ensure you have proper control of any vehicle you are driving at all times.



The Trust supports the Police and other organisations interested in improving road safety, with regard to the use of mobile phones whilst driving as being a dangerous practice. If you are caught using your mobile phone, you may be liable to prosecution. Consequently, we ask you not to make or answer calls whilst driving, but instead pull over when safe to do so. If you receive a call whilst driving and cannot immediately stop safely to take it, you should allow your phone's message facility to record the caller's message, accessing it when you next stop driving.

You are liable for payment of any fines or penalties incurred as a result of being caught misusing a mobile phone.

You should note carefully that a breach of the Trust's policy on the use of a mobile phone whilst driving may render you liable to action under the disciplinary procedure, up to and including dismissal dependent upon the circumstances.

Please refer to the full Mobile Device Policy on the CIT website under Policies.

## **12. POSITIVE WORK ENVIRONMENT**

The Trust is committed to creating a harmonious and safe working environment, which is free from harassment and bullying and in which every employee is treated with respect and dignity. The Trust strives to ensure that the different experiences, abilities and skills of each individual are valued by others. Inappropriate behaviour should be challenged. It is the Trust's intention to encourage everyone to behave in a proper manner at all times.

Harassment or bullying causes stress, anxiety and unhappiness to individuals, creates an unpleasant environment in which to work and may be unlawful. This can reduce efficiency and may ultimately have an impact on the way in which services are delivered to our schools. For these reasons it is important that the Trust, as an employer, and individual employees strive to achieve a working environment which is free from this type of behaviour.

You may be an individual or part of a group that receives unwanted attention. The harassment, bullying or victimisation may be a one-off incident or it may be a series of incidents. Your dignity at work can be affected by inappropriate behaviour, which causes offence, whether it is intentional, or not.

The Trust is committed to ensuring individuals do not feel apprehensive because of their protected characteristics (religious belief, gender, political opinion, marital/civil partnership status, sexual orientation, race, age, disability or as a result of being subjected to any inappropriate behaviour).

All employees can expect to:

- be treated with dignity, respect and courtesy
- be able to work free from unfair treatment, bullying, harassment or victimisation
- be valued for their skills, abilities and experiences

All employees are expected to:

- familiarise themselves with the content of this Handbook
- treat all employees with dignity, respect and courtesy
- contribute towards a positive working culture
- challenge or report unacceptable behaviour
- be mindful of others when expressing views

- co-operate with investigations into harassment and bullying

Breaches of this Handbook will be considered unacceptable behaviour and will be treated as misconduct, which may include gross misconduct warranting dismissal. All employees must comply with this Handbook.

The Trust is committed to dealing with any issues quickly, positively and confidentially when and if they occur.

It is important to remember that while you may make comments outside of work, for example on social networking sites, the Trust may use such evidence in investigations on bullying and harassment matters.

#### Definition of Harassment

Harassment is unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment for them.

Harassment may take many forms. It can range from extreme forms such as violence to less obvious actions such as persistently ignoring someone. The following, though not an exhaustive list, may constitute harassment:

- physical contact ranging from touching to serious assault
- verbal and written harassment through jokes, teasing or banter, offensive language, gossip and slander, or letters
- sharing inappropriate images or videos
- using racist slang, phrases or nicknames
- isolation or non-cooperation, or exclusion from social activities
- intrusion by pestering, spying, following, etc

Employees may also be subject to harassment from third parties such as clients, suppliers, the general public, etc, where interaction with those third parties is a part of their role.

#### Definition of Bullying

Bullying is repeated inappropriate, offensive behaviour, which is often an abuse of power or position. It can be direct or indirect, either verbal, physical or otherwise, conducted by one or more persons against another or others in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work.

The following examples may constitute bullying:

- threats, abuse, teasing, gossip or practical jokes
- humiliation and ridicule either in private, at meetings or in front of clients
- name calling, banter, insults, devaluing with reference to age or physical appearance
- setting impossible deadlines
- imposing excessive workloads
- making unjustified criticisms
- excessive monitoring
- unreasonably removing responsibilities
- unreasonably allocating menial or pointless tasks
- unreasonably withholding information
- unjustifiably refusing requests for leave, holiday or training

It should be noted that it is the impact of the behaviour which is relevant and not the motive or intent behind it.

### Employee Responsibilities

All employees have a responsibility to help create and maintain a working environment that respects the dignity of employees. You should be aware of the serious and genuine problems which harassment and bullying can cause, and ensure your behaviour is beyond question and could not be considered in any way to be harassment or bullying. No one should practice or encourage such behaviour and should make it clear to all concerned that you find it unacceptable.

You should also support colleagues if they are experiencing harassment or bullying and are considering making a complaint. You should alert management to any incidents to enable the Trust to deal with the matter.

### Managerial Responsibility

Managers have a responsibility to ensure harassment or bullying does not occur in work areas for which they are responsible. They are committed to the elimination of bullying and harassment and must be vigilant in preventing acts wherever possible.

Managers also have a particular duty to set a proper example by treating everyone with dignity and respect and ensure their behaviour is beyond question.

Managers also have a responsibility to explain the Trust's policy to their staff and take steps to promote it positively. They will be responsive and supportive to any member of staff who makes a complaint, provide full and clear advice on the procedure to be adopted, maintain confidentiality in all cases and ensure there are no further problems or any victimisation after a complaint has been raised or resolved.

All Trust staff are aware of this policy and the procedures for dealing with harassment and bullying.

### Procedure for Dealing with Alleged Harassment or Bullying

Complaints can be made both formally and informally. Whichever route you decide to take, (and the decision will always be yours) you will be offered guidance and assistance at every stage to help you resolve the problem as soon as possible and to stop the harassment. In the first instance, ask the person responsible to stop the behaviour, explaining that you feel uncomfortable in the way they are acting towards you. Speaking directly to the person at an early stage will often be sufficient to stop the behaviour.

If you feel unable to do this, you may be able to ask your Line Manager or a colleague to do this on your behalf.

If you decide to make a formal complaint you should do so through the grievance procedure as soon as possible after the incident has occurred.

All complaints will be handled in a timely and confidential manner. You will be guaranteed a fair and impartial hearing and the matter will be investigated thoroughly. If the investigation reveals your complaint is valid, prompt attention and action will be taken, designed to stop the behaviour immediately and prevent its recurrence.

In such circumstances, if relocation proves necessary, every effort will be made to relocate the harasser or bully rather than you as the victim, however, the Trust will endeavour to relocate you if this is your preference.

You will be protected from intimidation, victimisation or discrimination for filing a complaint or assisting in an investigation. Retaliating against an employee for complaining about harassment or bullying is a disciplinary offence.

Whilst this procedure is designed to assist genuine victims of harassment or bullying, you should be aware that if you raise complaints which are proven to be deliberately vexatious, you may become subject to proceedings under the disciplinary procedure.

#### Procedure for Dealing with Alleged Harassment or Bullying from a Third Party

Any form of harassment towards you from third parties during your dealings with them will not be tolerated by the Trust.

We appreciate that a decision to report harassment from a third party may be difficult, particularly if the third party is linked to a school pupil or a valuable client/customer or has a long-standing business relationship with the Trust. However, we encourage you to report any instance of harassment from a third party so the Trust can take appropriate action.

You should follow the procedure set out above if you experience harassment from a third party, after which, a meeting with you will be arranged and an investigation undertaken.

Our action, where a complaint is substantiated, will depend on the circumstances of the case and may include:

- speaking with the harasser and warning them that any future occurrence of harassment will result in the Trust withdrawing provision of its services to the harasser where possible. It must be noted that the Trust is unable to exclude pupils on the basis of vexatious parents / guardians or adults linked to our pupils. Staff should consult our Vexatious Communications Policy and Dignity in the Workplace Policy.
- contacting the business for whom the harasser works and making a complaint against them. We will explicitly ask for this conduct to stop and we may require that the harasser is removed from our account.
- refusing to continue to provide our services to the harasser where possible.
- reassigning the provision of the Trust's services to the harasser to another employee where possible.
- support for you to assist with managing difficult behaviour from unavoidable parties e.g. pupil's parents / guardians.

### **13. SUPPORTING POSITIVE MENTAL HEALTH**

The Trust understands the positive impact that healthy and engaged employees make to the success of the organisation. As such, the Trust pledges to provide initial and ongoing support and help for employees going through mental health problems. We wish to create an open and honest workplace where Line Managers and employees can discuss mental health problems, and to ensure the necessary support is known and offered to employees when needed.

The Trust understands the role it has in ensuring that health and safety legislation is adhered to. The Trust undertakes to create a safe workplace where risks to mental health and wellbeing are limited as far as possible. Additionally, the Trust understands the protection employees with

a disability have against discrimination under the Equality Act 2010, including the obligation for employers to make reasonable adjustments for disabled employees.

When a Line Manager identifies that an employee may be suffering from a mental health problem, early intervention will be undertaken. The Line Manager will speak with the employee, in a series of meetings if required, and encourage the employee to speak openly and honestly about their situation. The meetings will be used to ascertain how the employee may be supported by the Trust and whether any adjustments are to be made. Adjustments may be made on a temporary basis. Meetings will be held in complete confidence, save for where information needs to be shared with HR or other managers regarding any adjustments made. The employee will be consulted regarding the detail of the information shared.

Employees are encouraged to use the confidential telephone counselling service provided via our Employee Assistance Programme for the opportunity to talk to a trained expert on any issues that are concerning them.

#### **14. PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Where required, the Trust will provide you with PPE, which you must wear at all appropriate times whilst carrying out working duties. This equipment is issued for your own protection.

You are responsible for the safekeeping and proper use of the PPE.

If you become aware the equipment may be faulty, it is your responsibility to immediately notify the Trust in order that it may be replaced.

The Trust will replace equipment damaged due to normal wear and tear free of charge and will ensure it meets current safety standards. However, you will be responsible for the cost of replacement should replacement be necessary as a result of your own negligence.

You agree that on termination of your employment, should you not return your PPE or should your PPE be returned in an unsatisfactory condition, the cost of replacement or a proportionate amount of this, as decided by the Trust, will be deducted from any final monies owing to you, or you will otherwise reimburse the Trust.

Failure to follow these procedures may also, after formal investigation, lead to the Trust taking action against you under the disciplinary procedure.

#### **15. SMOKE-FREE WORKPLACE**

It is the Trust's policy that all of its workplaces are smoke-free and that you have the right to work in a smoke-free environment. Please refer to our No Smoking Policy for full details of our expectations in relation to smoking.

#### **16. DRUGS & ALCOHOL POLICY STATEMENT**

The Trust is fully committed to meeting its responsibilities under the Health and Safety at Work, etc, Act 1974, the Management of Health and Safety at Work Regulations 1999 and any other associated legislation. Such legislation highlights to employers they have a general duty to ensure the health, safety and welfare of their employees, pupils and visitors.

It is strictly forbidden to use, possess or sell illegal drugs, controlled substances or to consume alcohol or take drugs whilst at work.

If it is suspected that you are under the influence of alcohol or other substances as defined below, under the terms of your employment you are under a duty to give permission for the Trust to obtain a sample of blood, urine or oral fluids. Failure to provide a sample will be deemed a breach of your Statement, regarded as a failed test/positive sample and you will be subject to the disciplinary procedure which could result in your summary dismissal.

Legal highs and/or substances must not be brought on to Trust premises at any time. Anyone found in possession, or under the influence of such will be sent home and dealt with through the disciplinary procedure. Such offences may be considered to be gross misconduct and a potential safeguarding issue to be dealt with according to our policies and procedures.

#### Definitions

For the purposes of this policy, the term “drugs” and “alcohol” includes:

- substances covered by the Misuse of Drugs Act 1971, which includes but not limited to amphetamines, methamphetamines, benzodiazepines, cannabinoids, cocaine, and opiates
- inappropriate use of prescribed and over the counter drugs
- inappropriate use of solvents, alcohol and any other substances

#### Scope

The Trust places paramount importance on the health, safety and welfare of its employees at work and those whom the Trust does not employ but who are affected by its undertaking.

This policy applies to all permanent employees, temporary employees, agency workers and volunteers.

#### Trust Procedure

It has been proved that taking drugs and/or alcohol is a serious safeguarding issue and significantly impairs capabilities, affects conduct and relationships, and has a detrimental effect on health. Additionally, this can also be partly or wholly responsible for an unsatisfactory record of timekeeping or attendance. If inadequate work performance or unacceptable behaviour, including poor work relationships occur or persist, the matter may be dealt with under the Trust’s disciplinary procedure. The Trust’s Safeguarding policies and procedures will also be relevant to the issue.

The Trust is committed to taking all reasonable measures to ensure the safety of its operatives engaged in all aspects of its business. The Trust therefore does not expect anyone to come to work having taken drugs and/or alcohol where this could impact their ability to perform their normal duties or consume such during working hours. Compliance with this requirement forms part of the duty of all employees to take all reasonable steps to protect themselves and their colleagues at work as well as to ensure the safety of those whom the Trust does not employ but are affected by its undertaking.

For all employees, and in particular for those on duty to operate or work with machinery, and/or driving of Trust vehicles, and/or exposed to solvents as part of their role, the taking of drugs and/or alcohol to any extent creates a safety hazard or the potential for such a hazard. This is because full mental and physical ability and attention are required to perform such tasks, and where drugs and/or alcohol have been taken, this could seriously jeopardise the safety of the employee and others around them.

The Trust considers that by the nature of the processes it undertakes, any employee in possession of illegal drugs and/or alcohol, any employee who has taken illegal drugs and/or alcohol to any extent, or where in the Trust's reasonable opinion that this is the case, the employee may be subject to action, up to and including dismissal for gross misconduct under the Trust disciplinary procedure. In addition, the Trust will co-operate with local law enforcement officials as necessary when an employee possesses, transfers, sells, or attempts to sell or transfer an illegal drug.

The use of prescribed drugs or over-the-counter drugs which may adversely affect performance or behaviour must be reported by the individual to their Line Manager upon reporting for work.

The Trust acknowledges that working conditions on the Trust's premises, and/or sites in which its operatives perform their duties, require extensive attention to safe working practices. It is a condition of employment that all employees comply with the policy enforced when working on Trust property or while on Trust business on site.

This includes acceptance of the possibility of the requirement to take part in a drug or alcohol test if asked by either the Trust or any of its staff. Testing will take the form of:

- random drug and/or alcohol testing
- cause testing where there is reasonable suspicion that an employee may be in violation of the policy
- post incident testing following an incident or accident

#### Policy Regarding Drug and Alcohol Testing

It is a condition of your employment and a requirement under your Statement that for reasons concerned with your safety or that of your work colleagues for which the Trust or its staff may reasonably require it, including a programme of random testing, you submit to a drug and alcohol test.

#### Suspension

Due to the nature of the Trust, and in the interests of you and pupils' safety, where an employee is suspected of consuming alcohol and/or taking drugs during the working day, or is still affected from alcohol and/or drugs taken outside of work (whether a test is carried out or not) they shall be sent home.

Employees will be suspended on full pay pending the results of (the required test where appropriate) and investigation.