



KINDERGARTEN DRUGS POLICY (INCLUDING ALCOHOL)

DRUGS

- **Controlled substances:** It is a criminal offence to use, possess or deal in any controlled substances and anyone found through the Disciplinary Procedure to be involved in any of these activities, whether during or outside working hours, will normally be dismissed for gross misconduct. The School will notify the Police where appropriate.
- **At work:** Thomas's does not permit controlled substances (other than prescribed drugs) to be used, stored or sold on School premises.
- **Under the influence:** It is strictly forbidden to come to work or to remain at work under the influence of any drug. If you have been prescribed drugs whose side effects could have an impact on your work or behaviour, you should report this immediately to the Head. If the Head considers that you are under the influence of any drug (including prescribed drugs which have or could have affected your work or behaviour and of which you have failed to notify your superior), disciplinary action will be taken.
- **Screening:** Thomas's will, where it considers it appropriate, search and/or screen individuals for drug use. This may be as a result of suspicion against the individual. It is your contractual duty to comply with all reasonable requests to search you or to undergo any blood or urine tests as deemed necessary by the School. An unreasonable refusal to consent will constitute a disciplinary offence. A search may include personal property as well as your person.

ALCOHOL

- **Storage:** Thomas's London Day Schools does not permit alcohol to be stored on school premises unless properly secured and with the agreement of the Head.
- **Under the influence:** It is strictly forbidden to work or to remain at work under the influence of alcohol. If you are considered to be under the influence of alcohol you may be sent home immediately and disciplinary action will be taken.
- **Entertaining:** Any entertaining on or off school premises must be conducted sensibly. There may be alcoholic drinks at school social functions and Thomas's expects a high standard of behaviour from all members of staff. Whilst you are responsible for your own travel arrangements to and from such functions, the School advises that you do not drive a vehicle after consuming any amount of alcohol.
- **Screening:** Thomas's will, where it considers it appropriate, screen individuals who are suspected of being under the influence of alcohol whilst at work in contravention of this policy. It is your contractual duty to comply with all reasonable requests to undergo any

blood or urine tests as deemed necessary by the School. An unreasonable refusal to consent will constitute a disciplinary offence.

- **Confidentiality:** Confidentiality is assured during the screening process and only you and the Head will have access to the results. Your written consent to disclose the results will be obtained but failure to give such consent could in itself constitute a disciplinary offence.

See also: [Disciplinary & Procedures Policy](#)

This policy will be reviewed annually		
Latest Review: January 2017	By:	Kathy Ballantine, Acting Head
Next Review: January 2018	By:	Kindergarten Head