

ROYAL ACADEMY OF DANCE

Employee and Student Drug and Alcohol Policy

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1. Introduction

- 1.1 Alcohol misuse, the use of illegal drugs, misuse of restricted and over the counter drugs, solvents and psychoactive substances is not only of serious concern for the health and well-being of individuals, but is also potentially detrimental to the Royal Academy of Dance's (RAD) image, reputation and ability to operate and deliver high quality services to its members, customers and students.
- 1.2 The misuse of alcohol, use of illegal drugs and the use and misuse of restricted and over the counter drugs, solvents and psychoactive substances can result in reduced levels of attendance, sub-standard work performance and unacceptable behaviour but also increased health and safety risks not only for the individual concerned, but also for others, such as work colleagues, fellow students and members of the public.
- 1.3 In accordance with the *Misuse of Drugs Act 1971*, the *Health and Safety at Work Act 1974*, the *Management of Health and Safety at Work Regulations 1999* and the *Psychoactive Substances Act 2016* the RAD is committed to providing a safe and productive work environment and to promoting the health, safety and well-being of its employees and students.

2. Scope of the Policy

- 2.1 This policy applies to all RAD personnel at all levels and therefore includes employees, freelance workers, examiners, musicians, mentors, practical teaching supervisors and tutors, agency staff, volunteers, helpers and contractors (hereinafter referred to as employees).
- 2.2 The policy also applies to all RAD Faculty of Education, Dance Studies (GCSE/A Level) and Dance School students.
- 2.3 The policy covers the use and misuse of alcohol, illegal drugs¹, solvents² and psychoactive substances³. It also covers the use of drugs that may be obtained by

¹ Illegal drugs refers to Class A to C as follows: A Crack cocaine, cocaine, ecstasy (MDMA), heroin, LSD, magic mushrooms, methadone, methamphetamine (crystal meth). B Amphetamines, barbiturates, cannabis, codeine, ketamine, methylphenidate (Ritalin), synthetic cannabinoids, synthetic cathinones (e.g. mephedrone, methoxetamine) C Anabolic steroids, benzodiazepines (diazepam), gamma hydroxybutyrate (GHB), gamma-butyrolactone (GBL), piperazines (BZP), khat

² Solvents refers (but is not limited) to glues, paints, dry cleaning fluids, de-greasing compounds, lighter fuel, some propellants in pressurized cans, correcting fluids, nail varnish remover and solvents such as chlorinated solvents and toluene.

³ Psychoactive substances refers to substances containing one or more chemicals which produce similar effects to other illegal drugs, including stimulants, 'downers' or sedatives, psychedelics or hallucinogens or synthetic cannabinoids. Psychoactive substances are sometimes incorrectly referred to as legal highs.

prescription from a medical practitioner⁴ and over-the-counter drugs, where an individual is dependent on or mis-uses such drugs and there is a consequent effect on his/her performance.

- 2.4 The lists of illegal drugs, solvents, psychoactive substances and legitimately prescribed drugs are revised as and when amendments are made.

3. Policy Purpose

The purpose of this policy is to:

- 3.1 set out the rules for employees working and students undertaking learning on or off site regarding the use of drugs and alcohol.
- 3.2 ensure employees and students are aware of the likely consequences for employment or continued study if they misuse alcohol, use illegal drugs, solvents or legal highs or mis-use prescribed or over-the-counter drugs and medications.
- 3.3 ensure employees and students are aware of the legal consequences of using illegal drugs, psychoactive substances and solvents.
- 3.4 provide a framework within which the use of prescribed and over the counter drugs, medication and alcohol can be managed appropriately.
- 3.5 ensure that the image and reputation of the RAD is upheld and maintained at all times.

4. Policy Rules

4.1 Use of alcohol

- 4.1.1 Employees and students are responsible for maintaining their own sensible and safe drinking levels. Employees and students are expected to ensure that the consumption of alcohol does not in any way affect their behaviour while undertaking their work or learning and that they maintain and present a professional demeanour at all times during working and learning hours.
- 4.1.2 Employees who work with or hold sole responsibility for students under the age of 18, (i.e. teachers, examiners, musicians, chaperones, helpers and any other personnel working in close contact with young students) and students who are on teaching placement as part of his / her studies may not drink (including during work / study breaks) or be under the influence of alcohol whilst working in this capacity.

⁴ Legitimately prescribed drugs refers to medications such as tranquillisers, painkillers, methadone and buprenorphine within heroin treatment programmes, anti-allergy or asthma medication.

- 4.1.3 Employees who do not come within the provisions of 4.1.2 above should not report for work or be at work, and students should not report for classes, lectures or other activities or be at classes, lectures or other activities while under the influence of alcohol if this is likely to affect their ability to carry out their duties and responsibilities, participate or conduct themselves in a professional manner.
- 4.1.4 Employees who are found to be under the influence of alcohol which is considered by their line manager / director to affect their behaviour or performance or whilst holding responsibility for students under the age of 18 may be liable for dismissal due to gross misconduct as outlined in the *Handbook for Employees*.
- 4.1.5 Students who are found to be under the influence of alcohol which is considered by their teacher, tutor or the Student Support Officer to affect their behaviour or performance and or the ability to study or participate may be deemed as unfit to study or teach and may be liable to programme termination as outlined in the Regulations detailed in the applicable *Programme Handbook*.
- 4.1.6 Employees should inform the Head of HR and students should inform the Student Support Officer (Faculty of Education) or Training Department administrative staff (other students) if they have concerns that an employee or student may be acting in contravention of the rules set out in this policy related to alcohol.
- 4.1.7 Where considered appropriate an ambulance will be called for employees or students who appear to be in immediate danger through intoxication through alcohol as the safety of the individual is the priority.

4.2 Use of illegal drugs, solvents and legal highs

- 4.2.1 Employees and students may not under any circumstances possess, store, consume, trade, sell or provide illegal drugs or psychoactive substances on RAD premises or whilst working or studying off site.
- 4.2.2 Employees and students found to be in possession, consuming, selling or providing illegal drugs or psychoactive substances whilst on RAD premises or whilst working or studying off site are liable for disciplinary action which could lead to dismissal due to gross misconduct (employees) or programme termination or termination of enrolment (students).
- 4.2.3 Illegal drug possession or dealing will be reported to the police without exception.
- 4.2.4 Employees and students convicted of any criminal offences connected with drugs, regardless of whether the offence took place inside or outside their place of work or study will be liable for disciplinary action which could lead

to summary dismissal for gross misconduct (employees) or programme termination or termination of enrolment (students).

- 4.2.5 Employees should not report for work or be at work and students should not report for lessons, lectures or other activities or be at lessons, lectures or other activities while under the influence of illegal drugs, solvents or psychoactive substances where this is likely to affect their ability to carry out their duties, responsibilities or activities.
- 4.2.6 Employees and students who are found during the course of their work or studies to be under the influence of illegal drugs, solvents or psychoactive substances or the mis-use of prescribed or over the counter drugs and medication which affects their performance will be liable for disciplinary action which may lead to summary dismissal for gross misconduct (employees) or programme termination or termination of enrolment (students).
- 4.2.7 The restrictions set out above in respect of the possession storage and taking of drugs do not apply to possession, storage and proper consumption of drugs prescribed to the employee or student by a medical practitioner. Employees and students taking prescribed drugs and medication or any other drugs and medication which may knowingly affect his or her ability to perform their duties or studies must notify the Head of Human Resources (HR) (employees) or the Dance School Manager (Dance School students), Dance Studies Officer (Dance Studies Students) or Student Support Officer (Faculty of Education students) as soon as possible who will discuss with the individual how the situation might be managed and who may require the employee or student to produce a document from their medical practitioner of the individual's medical need for such drugs or medication
- 4.2.8 Employees should inform the Head of HR and students should inform the Dance School Manager, Dance Studies Officer or Student Support Officer if they
 - 4.2.8.1 need to bring and consume prescribed medication into the RAD or to carry it with them whilst working / studying off site;
 - 4.2.8.2 have concerns that an employee or student may be acting in contravention of the rules set out in this policy related to illegal drugs, solvents or psychoactive substances.
- 4.2.9 Where considered appropriate an ambulance will be called for employees or students who appear to be in immediate danger through intoxication due to drugs, psychoactive substances or solvents as the safety of the individual is the priority.

5. Searching Belongings (illegal drugs, solvents or legal highs)

- 5.1 If it is suspected that an employee or student is storing illegal drugs solvents or psychoactive substances on RAD premises, the RAD has the right to request that they consent to a search of the employee's or student's personal belongings including desks and / or lockers. All such searches will be undertaken in the presence of two RAD employees (one whom will act as a witness) and in the presence of the employee or student. Should the employee or student refuse such a request then the RAD may suspend the employee or student and take such other action as it may consider appropriate in the circumstances.

6. Testing and investigations

- 6.1 The RAD may request an employee or student to undertake testing or other investigations as may be appropriate to establish:
- 6.1.1 their usage of drugs or if it is suspected that an employee or student is using illegal drugs or psychoactive substances or misusing solvents or alcohol.
 - 6.1.2 where there are reasonable grounds to believe usage or consumption of drugs (including psychoactive substances) or alcohol, the use or misuse of prescribed drugs or over the counter medications has caused an incident or accident, impaired performance, poor attendance or conduct problems.
- 6.2 An employee or student may be suspended whilst the drug or alcohol testing is carried out, the results become available and any investigations considered necessary in the circumstances are completed. An employee's suspension would be on full pay.
- 6.3 Drug or alcohol testing will be carried out by a professional medical practitioner or laboratory under conditions and protocols that are normally applied to protect the security of test specimens and the integrity of such tests and would be at the Academy's expense.
- 6.4 Steps will be taken to ensure that the employee and student are treated with dignity and respect during any testing or suspension procedures undertaken in accordance with the provisions of this clause and their health and safety protected.
- 6.5 Employees and students who have positive test results showing their use of illegal drug, psychoactive substances or misuse of solvents, alcohol, prescribed or over the counter drugs and medications will be subject to appropriate disciplinary action, which could in the case of an employee, lead to summary dismissal for gross misconduct or in the case of a student, their programme of study terminated.

7. Responsibilities

- 7.1 Directors and Line Managers (employees) and anyone who teaches or is responsible for students (students) are responsible for:

- 7.1.1 Being aware of the signs of drug, solvent, psychoactive substances or alcohol use and misuse and the effect this may have on an individual's performance, attendance and health.
- 7.1.2 Ensuring the overall safety and welfare of employees and students and the pupils or students they may teach.
- 7.1.3 Ensuring that employees or students working within or for their specific department are aware of the contents of this policy.
- 7.1.4 Taking action as soon as possible where changes in performance, behaviour, sickness levels or attendance patterns are noticed in order to establish whether this arises from the individual being dependent on or being under the influence of alcohol, use or misuse of prescribed or over the counter medication or drugs, or the use of illegal drug, solvents or psychoactive substances.
- 7.1.5 Communicating with and seeking the advice of the Head of HR (employees), Dance School Manager (Dance School students), Dance Studies Officer (Dance Studies students) or Student Support Officer (Faculty of Education students) where a problem is suspected.
- 7.1.6 Instigating employee disciplinary proceedings, with the support of the Head of HR, where appropriate to do so or student disciplinary proceedings, with the support of the Dance School Manager, Dance Studies Officer or Student Support Officer (Faculty of Education) for students.
- 7.2 The Head of Human Resources is responsible for ensuring that:
 - 7.2.1 New employees are fully briefed at Induction on the contents of this policy including the implications of breaching the policy rules.
 - 7.2.2 Information about illegal drugs, solvents and psychoactive substances, the use and misuse of alcohol, prescribed and over the counter drugs and medication is made available to employees.
 - 7.2.3 Directors, line managers and other personnel are supported in the implementation of this policy.
- 7.3 The Head of Facilities is responsible for ensuring that:
 - 7.3.1 Necessary precautions are taken to ensure that employees, students and visitors are not exposed to harmful solvents in accordance with the RAD Health and Safety Policy, section 3.7 Control of Substances Hazardous to Health (COSHH) (available at www.rad.org.uk)
- 7.4 The Director of Education and Training is responsible for ensuring that:

- 7.4.1 Students (Dance School, Dance Studies and Faculty of Education) are fully briefed on the contents of this policy including the implications of breaching the policy rules.
- 7.4.2 Information about illegal drugs, solvents and psychoactive substances, the use and misuse of alcohol, prescribed and over the counter drugs and medication is made available to students on notice boards.
- 7.5 Employees are responsible for:
 - 7.5.1 Familiarising themselves with the contents of this policy and adhering to its rules.
 - 7.5.2 Notifying the Head of HR, line manager or director immediately if they experience side effects as a result of prescribed or over-the-counter drugs that impair their ability to perform their duties safely and satisfactorily.
 - 7.5.3 Notifying the Head of HR if they need to bring prescribed drugs into the work place or to carry such drugs with them whilst off site.
 - 7.5.4 Reporting to the Head of HR, line manager or director if they believe or suspect that an employee is breaching this policy.
- 7.6 Students are responsible for:
 - 7.6.1 Familiarising themselves with the contents of this policy and adhering to its rules.
 - 7.6.2 Notifying the Dance School Manager, Dance Studies Officer, Programme Manager and/or Student Support Officer immediately if they experience side effects as a result of prescribed or over-the-counter drugs or if such drugs may impair their ability to perform activities safely and satisfactorily.
 - 7.6.3 Notifying the Dance School Manager, Dance Studies Officer, Programme Manager and/or Student Support Officer if they need to bring prescribed drugs into the RAD or to carry such drugs with them whilst off site.
 - 7.6.4 Reporting to the Dance School Manager, Dance Studies Officer, Programme Manager and/or Student Support Officer if they believe or suspect that a fellow student is breaching this policy.

8. Help and Support

- 8.1 Employees and students who think that they have dependency or other problems with their mis-use of alcohol, prescribed or over the counter medication and drugs or the use of illegal drugs, solvents and/or psychoactive substances are encouraged to seek help from appropriate professional sources.

- 8.2 The Head of HR (employees) and Dance School Manager (students) Dance Studies Officer (Dance Studies students), Student Support Officer (Faculty of Education students) will supply the contact details of sources of confidential help and support. The information will also be readily available to employees on SelectHR and to students on relevant notice-boards.

9. Absences

- 9.1 Employees who are absent from work for drug and alcohol treatment and / or rehabilitation will subject to the RAD's Absence policy as outlined in the *Handbook for Employees*. Such absences will be recorded and treated as sickness absence.
- 9.2 Faculty of Education students who fail to fulfil programme commitments for drug and alcohol treatment and / or rehabilitation will be subject to the regulations on attendance as outlined in the *Programme Handbook*.

10. Policy Review

This policy will be reviewed by the Executive Board, the Head of HR, the Head of Quality Assurance (Faculty of Education), the Head of Training and the Health and Safety Committee on a regular basis and any changes made as a result of such review will be submitted for ratification by the Chair of the Board of Trustees and published on SelectHR.

11. Signature



Chairman of the Board of Trustees
Royal Academy of Dance

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