

ALCOHOL AND DRUGS POLICY & PROCEDURE

Updated: 1st April 2011
Revision Date: 31st March 2012

POLICY STATEMENT

Service users can expect that staff in ELCAP are not under the influence of alcohol or drugs and do not take alcohol or drugs while they are working. They can expect that staff do not come to work smelling of alcohol. They can expect that staff do not behave, either at work or when not at work, in ways that would call into question their suitability to work in social services.

REPORTING

It is the duty and responsibility of all staff members to report any suspicion of staff under the influence of drugs or alcohol or smelling of alcohol to a manager without delay.

This would include the consumption of alcohol by a member of staff when there is a reasonable expectation of that member of staff supporting a service user while the service user is on holiday.

It would also include behaviour under the influence of alcohol or drugs when the member of staff is not at work if that behaviour would call into question the member of staff's suitability to work in social services. [See Codes of Practice for Social Services Workers 5.8]

SEEKING HELP

If a member of staff has an alcohol or drug related problem they can be offered help through ELCAP's occupational health service. The member of staff should contact their line manager or contact the Human Resources Manager.