

Policy title:	Learner Drugs Policy		
Scope:	Achieve Training		
Policy owner & job title:	Hannah Warburton, Head of Learner Wellbeing & Development		
Approver:	Jason Lancaster, Director of Training Operations		
Date:	31/7/20	Review Due Date:	31/7/21

POLICY SUMMARY

Achieve Training has a duty to provide a safe working environment for all learners, staff and apprentices. We recognise and accept the responsibility under the Misuse of Drugs Act 1971; in not knowingly permitting any user of Achieve Training premises to produce, supply, possess or be under the influence of any banned or illegal substances; and taking appropriate action in any instance where there are learners or staff possessing, using, dealing, producing any banned or illegal substances.

It is the policy of Achieve Training that the working environment including all vehicles should be free from the influence of drugs or alcohol. This will help to assure the health and safety of all colleagues, apprentices and learners as well as others who they come into contact with. This will also help to maintain the efficient and effective operation of our businesses and ensure our customers receive from us the service quality they require.

The following statements set out Achieve Training's stance on the use of drugs, alcohol and other illicit substances, providing guidance on expectations and processes.

1. POLICY STATEMENT

- **Achieve Training has a zero-tolerance policy** regarding drugs, alcohol and substance abuse in regard to work.
- **The primary aim of participating in learning at Achieve Training** is to become prepared for full time employment and this policy falls in line with this aim.
- **A declaration** by any learner relating to their use of drugs will be treated confidentially and supportively.

- You need to make us aware if you are taking **any medication**, prescribed or over the counter, that may affect your ability to work. You should take all medication as you have been advised to take it by your GP.
- **Help to quit** the use of drugs will be provided on case by case circumstances.
- **Under no circumstances** may any alcohol, drugs or substances intended for abuse be brought onto company premises or any premises you may visit during your working day.
- **Under no circumstances** should you be at work under the influence of alcohol, drugs, other illicit substances or medications (including over the counter medications) that affect your ability to work.

Testing for Drugs

If an incident or accident occurs, the investigation procedure, may establish, that it would be appropriate under certain circumstances, to carry out a drugs test on the individual involved. This is known as '**For Cause**' testing.

In most cases a refusal to take a test will be treated as a positive result. 'For Cause' testing can take place at any time while you are at work if:

- you are involved in an accident or serious incident at work
- your manager or supervisor believes your **actions or behaviour** give reasonable grounds that you are unfit to report, or try to report for work through use of alcohol or drugs (whether illegal or not) or substance abuse you are in possession of alcohol or illegal drugs or other substances in the workplace, or company vehicles.
- you consume alcohol, take or administer illegal drugs or abuse any substance whilst at work.

If you are tested 'For Cause' you will be suspended until the result is known.

What happens if the test is positive?

As set out in Achieve Trainings Acceptable Behaviour Policy, abuse of controlled substances and/or alcohol will likely be viewed as an act of gross misconduct. Thus, if the test is positive you can expect to lose your place, although you may be offered

an opportunity to attend a meeting with your parent/guardian/carer and alternative options for support and counselling will be discussed.

Can you appeal against a positive result?

You can appeal if you believe the test to be incorrect or you can demonstrate that at the time of the test you were not aware that you had consumed drugs or alcohol.

Pre-16 learners who attend any of the Achieve Training centres will fall under the policy of their school or the scheme that is responsible for their welfare and discipline.

EQUALITY & DIVERSITY

This policy has been considered against our Equality and Diversity Policy and is designed to mitigate against potential direct or indirect discrimination.

ACCEPTABLE BEHAVIOUR POLICY

Any illegal or inappropriate use of alcohol substances will be subject to Achieve Training's disciplinary procedure as set out in the Acceptable Behaviour Policy.