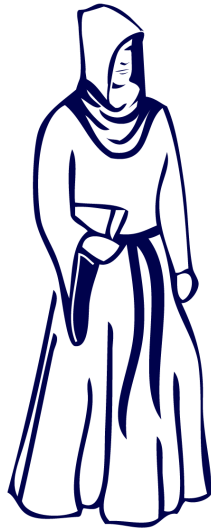




Staff Health and Attendance Policy



MONK'S WALK SCHOOL

Date of Issue: January 2023

Policy Review Date: January 2025

Policy Status: Headteacher Approved

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Staff Health and Attendance Policy

Health and Attendance (HfL policy dated May 2022)
Pages 2 - 10

Time off for career break (HfL policy dated April 2022)
Pages 11 - 13

Alcohol, drugs and gambling at work (HfL policy dated May 2022)
Pages 14 - 16

The academy will use the latest guidance from Herts for Learning in relation to the following:

Bereavement/Compassionate Leave

Time off for medical appointments

Time off for Public Duties

Time off work for reservists

Time off for trade union public duties

Time of work guidance

Copies of the latest guidance can be requested from Victoria Lyall, HR Manager
vlyall@monkswalk.herts.sch.uk

These policies and guidance have been negotiated with unions

Health and attendance

1 Acronyms and abbreviations

AIP	Attendance improvement plan
Trigger points	Absence monitoring system to highlight levels or patterns of sickness that require further attention
SSP	Statutory sick pay

2 Scope

This policy and procedure applies to all employees and workers, etc. It has been subject to consultation with Trade Unions. It does not form part of anybody's contract of employment and may be varied.

3 Introduction

The aim of this policy is to set out our approach to sickness absence management, including but not limited to:

- trigger points
- the requirements for notification
- the requirements for certification
- our position on payment during sickness absence
- ensuring employees and managers are aware of their responsibilities when sickness absence occurs
- ensuring that any sickness absence is dealt with fairly and consistently
- our position on both short term and long-term absences from the workplace.

4 Definitions

This policy covers short-term and long-term absences. The definitions used in this policy are:

- Short-term absence: frequent, intermittent, short periods of absence
- Long-term absence: any continuous period of absence over 28 days (calendar)
- Trigger points: absence monitoring system to highlight levels or patterns of sickness that require further attention.

5 Breaches of this policy and procedure

In the case of a breach, employees may be subject to disciplinary proceedings and the possible withdrawal of sick pay.

Breaches include, but are not limited to, a failure to follow notification and certification requirements, if there is reason to believe the sickness absence is not genuine and where an

employee undertakes inappropriate activities, including working for another organisation, whilst off sick.

Other relevant policies may include Disciplinary, Time off work (non-sickness related), Wellbeing and Flexible working.

6 Trigger points

It is hoped that close monitoring and discussions regarding absence and attendance will result in an improved attendance record. However, if levels of sickness absence reach a trigger point, this may be discussed with the employee and managed in line with our absence management procedure.

In any six-month period, the trigger points are:

- three separate occasions of sickness absence
- a continuous sickness absence of 10 working days or more
- an absence which appears to have a recurring pattern i.e., frequent absenteeism around a weekend.

These trigger points are for guidance only and we reserve the right to raise concerns at an earlier stage where there are reasonable grounds to do so, or at a later stage, where appropriate.

7 Sick pay

7.1 Statutory sick pay (SSP)

Subject to compliance with absence management procedures, we will pay statutory sick pay (SSP) to eligible employees at the national rate, which is subject to the deduction of tax and national insurance contributions.

SSP is payable from the fourth day of absence and up to 28 weeks.

To qualify for SSP, employees must complete and provide us with a self-certification form.

7.2 Occupational sick pay

Subject to compliance with absence management procedures, we will pay occupational sick pay. Eligibility for occupational sick pay including duration and level of payment is in accordance with the relevant conditions of service.

8 Personal medical appointments

Reasonable time-off may be allowed where appointments are unable to be scheduled outside of working hours. Ordinarily time-off for such meetings is unpaid unless discretion is applied by the Headteacher/ Line Manager.

Before arranging non-urgent medical appointments, employees should seek approval from their line manager and should endeavour to arrange appointments at the beginning or end of the day, or during lunchtime, to minimise disruption and the time they have to be absent from work. Evidence of the appointment may be requested.

9 Notification requirements

9.1 First day of absence

It is a requirement that employees telephone their line manager and the illness absence line on 07973 782658 to report that they are too unwell to come to work. The employee should aim to do this as early as possible and before 07.15am.

In circumstances where the employee is incapacitated or unable to contact us to report their absence, their next of kin should do so on their behalf, at the earliest opportunity.

A failure to report an absence in accordance with the absence management procedure could be constituted as a breach of policy and reporting requirements. This may result in sick pay being withheld. It should be noted that there is no obligation to reinstate pay in such cases.

It is not permissible to contact us by email, text message or via social media.

9.2 Ongoing absence

For each subsequent day of absence after the first day, the employee should telephone the sickness absence line before 07.15am each day. However, managers should use their discretion and can agree different arrangements, as appropriate.

A failure to report ongoing absence in accordance with arrangements agreed with a line manager, could constitute a breach of policy and reporting requirements. This may result in sick pay being withheld. It should be noted that there is no obligation to reinstate pay in such cases.

10 Certification requirements

10.1 Absence up to 7 days

Employees are permitted to self-certificate for any sickness absence up to 7 days (calendar, inclusive of bank holidays).

Access to an online self-certification form will be provided to you upon return to work in order for sick pay to be processed.

Unless specifically requested, employees are not required to provide a statement of fitness for work i.e., 'doctors fit note', for absences up to 7 calendar days.

10.2 Absence over 7 days

Where sickness absence lasts longer than 7 calendar days, medical evidence is required in the form of a 'fit note' and should cover the duration of the absence.

If a fit note expires and the employee is not well enough to return to work, the employee should obtain a further fit note to ensure their absence is certified and should provide it to us at the earliest opportunity.

A failure to maintain certification in the form of a fit note for the period of absence may constitute a breach of policy and reporting requirements. This may result in sick pay being withheld and it should be noted that there is no obligation to reinstate pay in such cases. Should an employee become aware that they are unlikely to be able to provide a new certificate in good time, they should ensure that they report this at the earliest opportunity, and in any case prior to the current note expiring, with confirmation on when it can be expected.

We reserve the right to require employees to obtain a fit note for absences of any duration. In circumstances where the employee incurs a cost for obtaining a fit note for an absence up to 7 days, we will reimburse reasonable costs incurred.

10.3 Certification during non-term time

Where an employee working a 'term-time only' pattern is not fit to work on the last day of term, or half term, and is not fit for work on the first subsequent day of the new term, a fit note is required to cover the holiday period.

10.4 Sickness during annual leave

If an employee becomes unwell during annual leave and wishes to treat this as sick leave and reclaim annual leave, they will need to provide appropriate certification as per paragraphs 7.1 and 7.2.

11 Maintaining contact

It is a requirement that a reasonable level of contact between us and employees is maintained during a period of absence.

It is anticipated that at an early stage in the absence, arrangements will be made as to the frequency and form contact is to take.

A failure to maintain reasonable contact may be dealt with under the disciplinary policy.

12 Return to work following period of absence

It is good practice for return-to-work meetings to be carried out when an employee returns to work following a period of absence. This will be carried out by the line manager or other appropriate person.

A record of the meeting will be made and a copy of this will be given to the employee and the original placed on their personal record file.

The purpose of the meeting is to welcome the employee back to work and to establish that they are fit to carry out their duties. The meeting will establish the reasons for the absence and highlight any additional support required. Any concerns regarding absence from work may be raised and measures identified to support the employee to improve attendance and help prevent its reoccurrence.

Employees should be made aware when they are near to reaching trigger points and the potential implications of this.

13 Occupational health referral

During any period of absence (short-term and long-term) or upon return to work, we may require employees to engage with an occupational health provider, to obtain medical advice into their health, wellbeing or into the reason for the absence. Employees may also request a referral to occupational health services to obtain support.

Employees are expected to attend an appointment and co-operate with the occupational health professional and may be asked to provide consent for the release of medical information.

The line manager should discuss the reason for the referral directly with the employee before making a referral.

13.1 When to make a referral

We may consider making a referral to occupational health in the following circumstances (this list is not exhaustive)

- where it is anticipated or known that the absence is going to last four weeks or more (the absence need not have exceeded four weeks at the time of making the referral)
- where there is a concern over persistent short-term absence prior to or during an attendance improvement plan
- where a trigger point is met (unless a referral has already been undertaken recently)
- where there appears to be an underlying medical condition
- when an employee has been absent with, or appears to be suffering from, mental health issues (i.e., stress, anxiety, depression)
- where there are concerns about an employee's health and/or safety in the workplace and medical advice is required.

Referrals may not be necessary for routine procedures which require a fixed period of convalescence, unless complications arise.

13.2 Occupational health recommendations

The recommendations contained within a report from an occupational health provider are advisory.

The report may contain recommendations of support and reasonable adjustments including a phased return to work or temporary or permanent adjustments to an employee's role. We will discuss the with the employee and we will make a decision as to whether recommendations are reasonable, sustainable and can be implemented.

In the event that the employee is unable to fulfil the role, retirement or termination of employment on ill health grounds capability may be considered.

14 Informal and formal absence management procedures

The management of absence is based on the principle that, whilst absence due to ill health will not usually be the fault of an employee, there may come a point where the employee is deemed incapable of undertaking the role they were employed to do.

The point at which a manager decides to commence the formal process will vary from case to case.

Timescales for each stage will depend on individual circumstances and some sickness absence issues may be dealt with over a longer or shorter period than others.

14.1 Right to be accompanied

The employee has the right to be accompanied at a formal meeting by a trade union representative or appropriate work colleague.

The employee should provide the name of the companion within 3 working days of the meeting. Where the chosen companion is unavailable on the day scheduled for the meeting, the employee may request the meeting is rescheduled within 5 working days of the original date. If the employee is unable to attend the meeting in this timeframe, the meeting may take place in a timeframe at our discretion. If the companion remains unavailable, the employee may be asked to choose another companion.

There is no right to be accompanied at informal meetings. This will only be permitted where it is deemed to be in the interests of early resolution and where there are particular circumstances in which an employee needs additional support. In such cases an independent note-taker may also be present. A delay to enable the attendance of a companion to an informal meeting will be discretionary.

During the meeting the companion may put the employee's case forward and confer with the employee, they may not answer on the employee's behalf or address the attendees if the employee does not want this.

14.2 Informal absence review meetings

Informal absence review meetings should be arranged to gather information and discuss with the employee; the cause of the absence, anticipated return to work, fitness for duties, support, and reasonable adjustments.

The employee should be advised of any sickness absence concerns and feedback should be constructive, with the emphasis being placed on finding ways to support the employee and improve attendance wherever possible. The employee should be given the opportunity to provide feedback and to respond to any questions from the manager.

An attendance improvement plan (AIP) may be an outcome of an informal meeting in cases of persistent short-term absence or a series of intermittent absences. An informal meeting will not result in any formal warnings being given to the employee.

14.3 Attendance improvement plans (AIP)

An attendance improvement plan is a tool used to record the attendance level an employee needs to achieve. It is used to improve and maintain attendance to an acceptable level. and can be implemented in both informal and formal management procedures.

The AIP can be used to re-align expectations around attendance standards, measure progress against those standards and put in place specific support mechanisms to ensure that a more consistent and effective level of attendance is achieved.

The AIP should give the employee adequate time to demonstrate attendance has improved in a sustainable manner and should include details of the support offered to help improve attendance levels.

Throughout the review period, the employee's progress will be reviewed to assess if any further action and/or support is required. If the employee's attendance levels have not improved to an acceptable standard within the period agreed, consideration will be given to the management of the absence moving forward, including escalating the process to the formal stage.

14.4 Formal meetings

If an employee's absence is of concern and/ or informal action has not succeeded in improving attendance to an acceptable level, consideration will be given to whether there are grounds for commencing the formal procedure. This can be applied to cases of frequent short-term and long-term sickness absence.

The purpose of the formal process will be to give an employee support to help them to achieve the expected attendance levels. If improvement is not made or maintained, formal sanctions may be issued to manage the absence and communicate expectations.

At formal meetings, employees will be given the chance to state their case and raise any factors they wish to have considered.

At every stage of the formal absence management procedure, the employee will:

- be given advance notice of any formal meeting in writing
- be advised in writing of the nature of the attendance concerns
- have the right to be accompanied by their professional association/ trade union representative or appropriate work colleague
- have a right of appeal against any decision made.

Employees should make all reasonable efforts to attend meetings convened under this policy. If the employee fails to attend without good reason or is persistently unable to attend due to health issues, a meeting may be convened, and a decision taken based on the available evidence in the absence of the employee.

14.4.1 Formal meeting conversation

The following matters, depending on the nature of the case, may be discussed during formal meetings:

- circumstances of the absence and actions taken to date, including a summary of absence records
- the reason for the absence, how much longer it is likely to persist and if the employee will be able to return to their job
- the operational impact of the absence
- the contents of any occupational health reports and/ or medical evidence and whether there is a requirement for further occupational health input
- relevant risk assessments or other plans implemented as part of the informal process
- attendance improvement plans and whether the targets were met
- relevant issues or representations raised by the employee
- grounds for concern and appropriate action
- reasonable adjustments and/or re-deployment
- if the ongoing absence could result in termination this should be disclosed
- timescale for further meetings
- any other reasonable areas for discussion.

14.5 Formal meeting outcomes

Formal meetings will adjourn in order for those hearing the case to consider whether a sanction should be issued to the employee. The outcome can either be communicated to the employee after the adjournment on the same day, or alternatively, the employee can be written to and informed of the outcome, if the duration of the adjournment is likely to be lengthy.

The type of sanction issued will be based on the specifics of the absence. A series of warnings are not fault-based sanctions for absence, but an indication that ongoing absence could result in the termination of employment.

The outcomes of a formal meeting can include:

- first written warning and/or an attendance improvement plan
- final written warning and/ or an attendance improvement plan
- dismissal: where the employee has been issued with formal first and final written

warnings and continues to be unable to exercise their duties

- dismissal: where the employee has not been issued with a first or final written warning but is unable to exercise their duties due to ill health capability.

Prior to a dismissal of this nature, the following will be taken into consideration: if the employee has been absent on a long-term basis

- if a reasonable period of recovery has been given
- if medical advice has been sought and considered
- if a return to work in the short-term is unlikely
- if there are reasonable adjustments that would enable the employee to return to work
- if we can demonstrate that a longer period of absence cannot be sustained operationally.

14.6 Duration of warnings

In circumstances where a warning is issued, it will be 'live' for a period of 12 months, unless the employee is notified otherwise.

14.7 Appeal

The employee has the right to appeal against any formal sanction. To exercise this right, they must write to the person specified clearly stating the grounds for appeal, within 7 days of receipt of the letter.

An appeal will be heard by an appropriate person who was not involved in the original meeting.

At our discretion, the appeal will be a rehearing or a review of the original decision.

New evidence will only be considered if relevant and there is sufficient reason why this was not referenced earlier.

15. Ill health retirement

Ill health retirement can be considered before the decision is taken to terminate employment. Ill-health retirement is subject to the eligibility criteria being met, as set out by the relevant pension provider.

For non-teaching / support staff, in some circumstances, it may be possible to mutually agree a date that employment will end, avoiding the need for a formal hearing, however the end of employment must still be treated as a dismissal.

Appendix 1 – Sick Pay Entitlement (teachers under the ‘burgundy book’)

Teachers	
During the first year of service	Full pay for 25 working days and after completing 4 calendar months’ service half pay for 50 working days
During the second year of service	Full pay for 50 working days and half pay for 50 working days
During the third year of service	Full pay for 75 days and half pay for 75 working days
During the fourth year and successive years	Full pay for 100 working days and half pay for 100 working days

Note 1: For teachers, working days are the days defined as “directed time” (currently 195 per academic year). Years of service are based on aggregated service.

Appendix 2b – Sick Pay Entitlement (non-teaching support staff)

Table B	
Support Staff in Voluntary Aided, Foundation or Academy Settings not covered by the HCC Collective Agreement. Those following the unadjusted Green Book terms.	
During the First year of service	1 Month full pay and, after completing 4 months’ service, 2 months half pay
During the second year of service	2 months’ full pay and 2 months’ half pay
During the third year of service	4 months’ full pay and 4 months’ half pay
During the fourth & fifth year of service	5 months’ full pay and 5 months’ half pay
After 5 years’ service	6 months’ full pay and 6 months’ half pay
<p>Note 1: For occupational sick pay entitlement record purposes (and without prejudice to the National Council’s arrangements for self-certification days and to any local agreements on “qualifying days” for statutory sick pay purposes) “one month” is deemed to be equivalent to 26 working days, Saturday being reckoned in all cases as a working day.</p>	
<p>Note 2: Entitlement is based on continuous service.</p>	

Time off for a career break

1. Scope

This policy applies to all employees and workers, etc. All permanent employees with at least two years continuous service, regardless of the number of hours worked, are eligible to apply for a career break.

This policy has been subject to consultation with Trade Unions. It does not form part of anybody's contract of employment and may be varied.

2. Objectives

It is recognised that during an employees' working life there will be times when personal commitments may take priority over work e.g., bringing up children, longer-term care for sick or dependent relatives, or pursuing a course of further education. We may be able to accommodate such personal commitments, where operationally practicable, through career breaks. Employees should also consider flexible working requests depending on their individual needs.

Career breaks enable employees to take an unpaid break from work for personal reasons whilst maintaining their continuity of service. The employee should try to give as much notice as possible to commence a career break (ideally 3 months), but a shorter notice can be accepted at our discretion, for example where a dependent needs care at short notice.

With the exception of continuity of service, all other terms of the employment contract will be suspended. Upon return to work, at an agreed date following the career break, the employee will be able to return to the same or similar post without competitive selection. However, please see below regarding restructures whilst an employee is absent on a career break where selection may apply.

A career break may be considered appropriate for example:

- to extend a period of maternity/adoption leave
- to care for dependants
- to enter full time education
- extended foreign travel.

These reasons are not all inclusive and others may be considered, with the exception of taking up other full time paid employment.

Employees who are on a career break may in exceptional circumstances take up a part time role for example to support a university course or extended travel. Permission must be sought before taking this up.

3. Length of career break

The minimum length of break is 3 months. For teaching and classroom-based staff the expectation would be for this to equate to a term. The maximum duration is 1 year.

There is no limit to the number of careers breaks an employee can take, providing they return to work for us for a minimum of 2 years between each break.

4. Pensions deductions

Pension deductions will not automatically be made during a Career Break. If an employee wishes to request to pay Additional Pension Contributions (APCs) to cover the amount of pension 'lost' during this period, they should make an election to the Local Pensions Partnership (LPP) within 30 days of returning to work.

Employees can visit <https://lgpsmember.org/more/apc/index.php> and click the 'Buy Lost Pension' option to calculate the cost to buy back lost pension. Contact our payroll provider to find out the amount of lost pensionable pay to enter into the website.

After using the quote on the website above employees should, using the application form provided on this website, submit the application to our payroll provider and send a copy to the Local Pensions Partnership.

Contact the LPP on 01992 555 453 or askpensions@localpensionspartnership.org.uk with any questions about the purchase of lost pension.

5. Organisational change

Consideration of planned organisational change should be taken before a career break is authorised particularly where there is potential for a reduction in posts.

If an employee is on a career break when a restructure is being considered, every effort should be made to contact them in order for them to have input into any consultations or feedback processes. Employees may be given the opportunity to return to work early if they wish to if the temporary cover can be ended at no additional cost.

Employees on a career break must be included in selection processes even if we are unable to make contact with them.

6. Extending the career break

If the employee wishes to extend their career break, and if the break taken was to be less than one year, they must do so in writing normally giving as much notice as possible. We will consider the extension along the same lines as the original request and may grant up to one year in total.

7. Ending the career break early

There will be no automatic right to end a career break earlier than planned, but we will consider such requests from an employee if they can be accommodated.

8. If the employee does not return from the career break

If an employee does not wish to return from a career break, they should confirm this in writing at least 4 weeks prior to their expected return date.

For those employed under the 'School Teachers Pay and Conditions of Service' the appropriate notice must be given in accordance with those terms.

If the employee does not respond to us to confirm their return date, their contract will be terminated on the expected return date.

9. Conduct during a career break

Employees should be aware that they remain employed during a career break. Whilst an employee's off-duty hours are their personal concern, they should not put themselves in a position where their duties and private interests' conflict. The standards articulated in our Code of Conduct should be maintained during a career break.

10. Returning to work after a career break

When an employee returns to work following a career break, they may need support in order to re-integrate, this can include:

- updating them on any changes that may have occurred
- going through work plans and priorities
- setting up meetings with colleagues to update on work that has been done/is being done.
- ensure the returnee undertakes any statutory update training specifically relating to safeguarding.
- register the returnee on any relevant training and skills development courses.

It is also important that the returning employee reviews important documentation and policies to understand changes.

Alcohol, drugs and gambling at work policy

1 Scope

This policy applies to all employees and workers, etc. It has been subject to consultation with Trade Unions. It does not form part of anybody's contract of employment and may be varied.

2 Introduction

We are committed to providing a safe and productive work environment and to promoting the health, safety and wellbeing of its employees.

Alcohol and drug misuse has a detrimental effect on health, influences work performance, employee relationships, reduces efficiency, increases sickness absence and increases health and safety risks not only for the individual concerned but also for others, for example colleagues, pupils, parents and contractors.

Compulsive gamblers, unlike most casual gamblers who stop when losing or set a loss limit, are compelled to keep playing to recover their money which is a pattern that becomes increasingly destructive over time and risks the ongoing employment relationship through financial problems including bankruptcy, legal problems including imprisonment, poor work performance and relationship problems with colleagues.

This policy is not intended to apply to "one off" incidents or offences caused by alcohol or drug misuse at or outside work, where there is no evidence of an ongoing problem.

Incidences which may damage our reputation will be dealt with under the disciplinary policy and procedure.

3 Purpose

This policy covers the use and misuse of intoxicating substances, which include alcohol, solvents, legal and illegal drugs, prescription and over the counter medicines and other substances that could adversely affect work performance and/or health and safety. It also covers gambling addiction.

It is our policy to:

- promote a responsible attitude to the consumption of alcohol and gambling
- prohibit gambling, the taking of illegal drugs or alcohol during working hours
- offer help and support to those with an alcohol, drug related or gambling problem
- treat addiction to gambling alcohol and or drugs as a health problem and arrange for employees to seek professional advice.

4 Definitions

Drug misuse refers to the use of illegal drugs and the misuse, of prescribed drugs and substances which change the body works or feels.

Alcohol misuse is defined as a level of consumption which affects an employee's ability to carry out their duties.

Compulsive gambling/gambling disorder is the uncontrollable urge to keep gambling even when something of value is at stake, such as a relationship or work.

5 Employee Responsibilities

All employees are expected to ensure that their personal consumption of alcohol or use of prescribed drugs does not interfere with their ability to perform their duties safely and competently.

Any employee suffering from gambling, drug and or alcohol addiction should declare such dependency to their Line Manager.

Employees are responsible for allowing sufficient time for intoxicating substances to leave their system before reporting for work, this can apply to the next day.

Employees are forbidden from gambling, consuming alcohol or taking illegal drugs at any time during the working day (including breaks) and must not use property for online gambling.

Exceptions apply to prescribed drugs for the individual or over the counter medicines used for their intended purpose (in accordance with the instructions given by the prescriber, pharmacist or manufacturer), and where the safety of the individual or others with whom they come into contact is not compromised. Employees must notify their line manager if the medication is likely to cause side effects prior to its use.

Employees must inform their line manager in all cases where Class A drugs have been prescribed for medical use.

All employees have the duty to report any concerns relating to any breach of the principles in this policy to ensure a safe environment and in recognition of a duty of care for others. All reports should be made to a member of the senior leadership team.

Any breach of employees' responsibilities under this policy are likely to be dealt with in accordance with the Disciplinary Policy and Procedure.

6 Possession or Dealing in Drugs

Possession or dealing in drugs should be reported to the Police immediately. We will give reasonable consideration, before taking any action, to making a referral to the Local Authority Designated Officer. We will not alert the employee of our intention to call the police and should avoid sending the employee home until advice has been sought.

7 Driving bans related to drugs and/or alcohol

Where employees are required to drive as part of their conditions of employment and are disqualified from driving as a result of an alcohol or drugs related offence, we may consider redeployment. If redeployment within is not an option then the employees' continuing employment may be at risk.

8 Consumption of alcohol at works

Whilst this policy stresses that the consumption of alcohol during the working day, including breaks is forbidden, there may be circumstances where the consumption of alcohol may be permitted at our discretion. It is our responsibility to clearly define the occasions when the sensible consumption of alcohol will be permitted for example on trips or social events.

Clear guidelines must be put in place so that all employees are fully aware of what the expectations are for the consumption of alcohol at such events and the consequences of a breach of such guidelines e.g., investigation under the disciplinary policy. Employees must

demonstrate responsible behaviour and remain professional throughout any social event where despite alcohol being present the employee is considered to be “at work”.

1. Appendix 1 – Support Groups

Organisation	Details	Telephone	Website
HSE (Health & Safety Executive)	Useful section on drugs and alcohol in the workplace	NA	www.hse.gov.uk/alcoholdrugs/index.htm
Alcohol Change UK	A national charity working to reduce the incidence and cost of alcohol misuse and improve services to those with alcohol misuse problems.	0203 907 8480	www.alcoholchange.org.uk
Alcoholics Anonymous (AA)	Website and telephone line supporting a network of local AA groups in the UK	0800 917 7650	www.alcoholics-anonymous.org.uk
NHS	'Alcohol – Know your Limits' website	NA	www.nhs.uk/units
Drinkaware	An independent charity working to reduce alcohol misuse and harm in the UK and help people make better choices about drinking.	0207 766 9900	www.drinkaware.co.uk
Drinkline	A national alcohol helpline supporting anyone that is worried about their own or some else's drinking	0300 123 1110	N/A
FRANK	A free, confidential 24-hour drugs helpline and informative website	0300 123 6600	www.talktofrank.com
Gamblers Anonymous	Gamblers Anonymous is a fellowship of men and women who have joined together to do something about their own gambling problem and to help other compulsive gamblers do the same	0330 094 0322	www.gamblersanonymous.org.uk
Gamble Aware	Informative website on Gambling and how to find help	0808 802 0133	www.about.gambleaware.org
Gamcare	Gamcare provides support, information, and advice to anyone suffering through a gambling problem	0808 802 0133	www.gamcare.org.uk
Education Support Partnership	Free telephone support line for all education staff in England, Wales, and Scotland	08000 562 561	www.educationsupportpartnership.org.uk
Samaritans	Free 24-hour helpline to provide emotional support for people who are experiencing feelings of emotional distress or despair, including those which may lead to suicide	116 123	www.samaritans.org