



Holmer Green Senior School

Staff
Alcohol and Drugs Policy

September 2018

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In law, a school trip or visit covers any occasion when students leave school premises under the care of a member of staff. Teachers have a **duty to care** for the students in their charge and must adopt a responsible attitude to their health, safety and welfare; teachers must act as a reasonable, prudent parent would. Because teachers are trained, professional people, courts have tended to expect them to exercise a higher standard of care than members of the general public. **A charge of negligence may arise from the lack of due care.**

Supervision is always 24 hours and it is essential that everyone involved in the visit understands the supervision arrangements and expectations.

Close supervision occurs when the group remain within sight and contact of the supervisor;

Remote supervision occurs when, as part of planned activities, a group works away from the supervisor but is subject to stated controls (eg. during certain Duke of Edinburgh's Award expeditions). The supervisor is present though not necessarily near or in sight, but his or her whereabouts are known;

Down time (or recreational time) – for example during the evenings – may involve close or remote supervision, but **should not be unsupervised** – the supervisors continue to be in charge;

Staff are not permitted to drink alcohol, smoke or take any form of recreational drug whilst on duty in any of the above forms of supervision.

Employees are expected not to undertake any work duties while under the influence of alcohol or drugs. It is recognised that alcohol may be available at some school-related events, whether held on the school site or not. However, employees must be fit for work when conducting duties and are always expected to maintain and be responsible for their own standards of behaviour.

Reviewed September 2018

Next Review: September 2020