



Policy on Alcohol Consumption by Staff on trips and visits

The City of London Corporation's *Teachers' Guide to Employment & Procedures* (Section E8, paragraph 7) states:

"The City of London Corporation requires all employees to arrive at work in a condition to perform their duties effectively, and to refrain from the consumption of any substance in quantities which may impair their performance during their working day. Employees must also bear in mind that certain work activities (such as driving a vehicle) are subject to legal limits with regard to alcohol. Employees should ensure that they are always compliant with the relevant law when undertaking activities as part of their job. Failure to do so will result in disciplinary action."

The welfare of our pupils is the School's prime concern and it must ensure that staff are available for any duties or emergencies which may unexpectedly occur. Staff taking trips and visits of any kind are potentially on duty and may be required to assume responsibility at all times of the day and night.

Staff abstaining from drinking alcohol whilst supervising pupils is the ideal. Those who wish to drink alcohol should keep within the UK legal limit for driving, regardless of whether or not they may be required to drive.

If on a day trip, theatre visit or similar, at least one member of staff per vehicle must abstain and be in charge on the journey.

On residential visits, a minimum of two members of staff each day, preferably one of each sex in a mixed party, must abstain and be on duty. Others must be ready to act in an emergency and be aware of their duty period on any rota.

If driving pupils in a minibus or private car, staff must refrain from drinking alcohol in the 8 hour period before driving (*CLFS Staff Handbook G26 paragraph 15*).

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