



## Alcohol and Substance Misuse Policy

At Ribbons Preschool we are committed to taking all necessary steps to keep children safe and well. This includes making sure that children are not exposed to adults who may be under the influence of alcohol or other substances that may affect their ability to care for them.

This policy is in line with the Health and Safety at Work Act 1974 and The Misuse of Drugs Act 1971. This should be read in conjunction with the Safeguarding children and child protection policy, Disciplinary policy and Suitability of staff policy.

### Alcohol

Under the Health and Safety at Work Act 1974, companies have a legal requirement to provide a safe working environment for all of their employees.

Anyone who arrives at the preschool clearly under the influence of alcohol will be asked to leave. If they are a member of staff, the preschool will investigate the matter and will initiate the disciplinary process as a result of which action may be taken, including dismissal. Staff can still be under the influence of alcohol the day after the night before and staff should be aware of this, ensuring this is not the case when starting work.

If they are a parent the preschool manager/designated safeguarding person will judge whether the parent is suitable to care for the child. This may involve calling the second contact on the child's registration form to collect them. If a child is thought to be at risk the preschool will follow the Safeguarding children and Child Protection procedures. If anyone arrives at the preschool in control of a car under the influence of alcohol the police will be contacted.

Staff, students, parents, carers, visitors, contractors etc. must not bring alcohol onto the preschool premises.

### Substance misuse

Anyone who arrives at the preschool under the influence of illegal drugs, or any other substance including medication, that affects their ability to care for children, will be asked to leave the premises immediately.

If they are a member of staff, an investigation will follow which may lead to consideration of disciplinary action, as a result of which dismissal could follow.

If they are a parent, the preschool manager/designated safeguarding person will judge if the parent is suitable to care for the child. This may involve calling the second contact on the child's registration form to collect them. If a child is thought to be at risk the preschool will follow the Safeguarding children and child protection procedures.

The preschool manager will contact the police if anyone (including staff, students, volunteers, contractors and visitors) is suspected of being in possession of illegal drugs, if they are driving or may drive when under the influence of illegal drugs. If they are a member of staff serious disciplinary procedures will be followed.

If a member of staff is taking medication that may affect their ability to care for children, they must seek medical advice and inform the preschool manager as soon as possible to arrange for a risk assessment to take place. This will ensure that staff members only work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look

after the children properly.

Any medication on the premises is stored securely, and out of reach of children, at all times.

**If there are concerns around a member of staff who may have a drug or alcohol problem but there is no evidence**

If the preschool suspects there may be an issue with drugs or alcohol (either from observations, including poor performance, changes in behaviour and/or sickness, and/or staff feedback but there is no evidence that it is happening during working hours or that they are arriving at work under the influence of drugs or alcohol a meeting will be held with the member of staff and manager to investigate the health concerns.

Support and referral to appropriate services may be offered to the staff member, if this is considered appropriate.

Confidentiality will be maintained at all times.

The staff member will be reminded of the Disciplinary policy that will apply if they attend work under the influence of drugs or alcohol.

**Safeguarding children and Child protection**

If a parent is clearly over the alcohol limit or under the influence of illegal drugs and it is believed the child is at risk, we will follow our Safeguarding children and Child Protection procedures, contact social services and the police.

Staff will do their utmost to prevent a child from travelling in a vehicle driven by them and, if necessary, the police will be called.

Where an illegal act is suspected to have taken place, the police will be called.

This policy was adopted on: 23.08.19

This policy was amended on: 09.01.2020

Signed on behalf of the preschool: K.Watkins-Freeman

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