



Alcohol and Illegal Drug Substances Policy

The safety of staff and children is paramount to Westside Day Nursery. We would ask all staff to adhere to the following procedure as far as alcohol /illegal drug use is concerned.

Aim

To keep children safe from harm.

Only to allow capable adults to collect children from our settings

To ensure that the recruitment and selection process for staff is as watertight as we can make it.

Parent/Carers collecting

The children's health and wellbeing is our main concern. It is our policy to ensure we only release a child into the care of someone who has the capacity to care for them appropriately. Therefore, anyone who we judge to be under the influence of alcohol or drugs will not be permitted to collect a child from the setting as their capacity to care for a child will be impaired and may leave a child at risk.

In this case, we will ask the person to wait while we contact other appropriate adults named on the registration form to arrange suitable collection.

Other people collecting

We do not allow any other person who is permitted to collect your child to do so while under the influence of drink or drugs.

Staff will not permit anyone who is showing signs of being under the influence of either substance to take a child from our settings –whether previously given permission or not.

If we suspect this is the case, we will ask the person to wait while we contact the main carer or emergency contact.

We operate a zero tolerance of any abuse against staff –whether verbal or physical and this includes because of being intoxicated or incapable. We will report all cases to the police straight away and ask that the person is removed. Alternative arrangements will be made for the collection of any child.

Alcohol /Substance Misuse by Staff

Our rigorous recruitment procedure is always followed whenever we recruit staff. Staff are interviewed, have police checks done on them and references are sought. At least one of the interview panel has attended Safer Recruitment Training. Our Managers are all checked by

Ofsted and have the required level of training and a medical report.

However, remote the chances are we must make arrangements to deal with an allegation that a member of staff is under the influence of any substance.

All staff complete a medical questionnaire when recruited by our company in which they are asked to declare any medication they are required to take by a medical practitioner. This information is confidential for company use.

Any member of staff reporting for work under the obvious influence of either prescribed medication (which is obviously affecting their ability to safely care for children) illegal substances or alcohol will be suspended instantly and reported to Ofsted. They will NOT be allowed access to children.

If any member of staff shows signs of substance misuse, they will be suspended immediately, and the Local Authority Designated Officer will be informed. If there are serious allegations resulting from this the police will also be called. The matter will be reported to Ofsted

History log:

Rev.no.	Date	Description of revised issues
1	30/11/2016	Initial Revision
2	01/11/2017	Reviewed in line with Ofsted Regulations No changes to content.
3	01/11/2018	No changes to content.
4	01/11/2019	No changes to content.
5	01/11/2020	No changes to content.

This policy has been approved and authorised by:

Author	Approved By	Authorised By	Revision No.	Valid From
Vicky Gray	Vicky Gray	Sarah Russell	5	01/11/2020

This document has been electronically approved; hence it contains no signature(s).