



# FOUNDATIONS

## DAY NURSERY

Est. 2010

### **Alcohol and Substance Misuse**

At Fun Foundations Day Nursery 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 nursery clearly under the influence of alcohol will be asked to leave. If they are a member of staff, the nursery 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 manager will judge if the parent is suitable to care for the child. The nursery may call the second contact on the child's registration form to collect them. If a child is thought to be at risk the nursery will follow the child protection procedure and the police/ children's social services may be called.

If anyone arrives at the nursery in a car under the influence of alcohol the police will be contacted.

Staff, students, parents, carers, visitors, contractors etc. must not to bring alcohol on to the nursery premises.

#### **Substance misuse**

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

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

If they are a parent the nursery manager will judge if the parent is suitable to care for the child. The nursery may call the second contact on the child's registration form to collect them. If a child is thought to be at risk the nursery will follow the safeguarding children/child protection procedure and the police may be called.



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The nursery manager will contact the police if anyone (including staff, students, volunteers, contractors and visitors) is suspected of being in possession of illegal drugs or 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 prescriptive medication that may affect their ability to work, they must inform the nursery manager as soon as possible to arrange for a risk assessment to take place.

If the nursery suspects there may be an issue including poor performance, changes in behaviour and/or sickness, but no evidence that it is happening during working hours or arriving under the influence a meeting will be held with the member of staff around the health concerns.

Support and referral to appropriate services will be offered if the staff member discloses any information.

Confidentiality will be maintained.

Reminder of the disciplinary procedures if the member of staff attends work under the influence.

### **Safeguarding/child protection**

If a parent or carer 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/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 if the police will be called.

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

### **Support and Help lines**

Arriving to work under the influence of drugs or alcohol will result in being asked to leave the premises until the effects have worn off. We will ensure that person has safe transport from the nursery back home. The nursery must then be contacted and the Manager consulted, the next course of action will be decided.

If staff performance or attendance at work is affected as a result of alcohol or drugs, or we believe that an individual has been involved in any drug related action/offence, disciplinary action may be taken and, dependent on the circumstances, this may lead to dismissal.

Issues regarding alcohol and substance misuse by a staff member may be identified at work. The manager will offer support and refer the staff member for further advice.



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Wales Drug & Alcohol Helpline: 0808 808 2234 [www.dan247.org.uk](http://www.dan247.org.uk) or call Drinkline on 0800 917 282.

Alcohol Concern Cymru: working to ensure more people in Wales understand more about alcohol and what is sensible drinking. Tel: 029 2022 6746

Website: [www.alcoholconcern.org.uk/projects/alcohol-concern-cymru](http://www.alcoholconcern.org.uk/projects/alcohol-concern-cymru)

Drink Wise Wales: [www.drinkwisewales.org.uk](http://www.drinkwisewales.org.uk)

Change 4 Life Cymru: [change4lifewales.org.uk](http://change4lifewales.org.uk)

Alcoholics Anonymous: 0845 769 7555 [help@alcoholics-anonymous.org.uk](mailto:help@alcoholics-anonymous.org.uk) <http://www.alcoholics-anonymous.org.uk>

Dan 24/7: 0808 808 2234 <http://dan247.org.uk>

NHS Live Well: <http://www.nhs.uk/conditions/Alcohol-misuse/Pages/Introduction.aspx>

Signature	Date for review
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