



Alcohol and Illegal Substances Policy

Statement of Intent

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. We ask parents and carers to follow the same procedure if they are accessing our settings.

Aim

To keep children safe from harm, by only allowing capable adults to collect children from our settings. If a parent/carer arrives at the setting under the influence of alcohol or an illegal substance our staff have a duty of care to the children to ensure they are supervised by a capable adult. We will also 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 are 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 another appropriate adult named on the registration form to arrange suitable collection.

If an alternative suitable person is unable to be contacted and the child is unable to stay in setting (i.e., they are collected after 6pm) social services out of duty team will be contacted.

Other people collecting

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 panels 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.
6	01/08/2021	No changes to content.
7	01/08/2022	No changes to content.
8	01/08/2023	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	8	01/08/2023

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