

Drug and Alcohol Policy

The principles set out in this policy should always be followed.

Please also see the Pre-School's Medication Policy

This policy aims to ensure;

- Our duty to safeguard children is maintained
- That the setting is not exposed to legal risk
- That the reputation of the setting is not adversely affected
- That staff, volunteers, students and Committee are kept safe
- That we recognise our legal responsibilities

Responsibilities and expectations

1. Staff, Volunteers, Students, Visitors or Committee will not consume alcohol during working hours in the Pre-School unit, or prior to commencing work.
2. Staff, Volunteers, Students, Visitors or Committee will not use drugs during working hours in the Pre-School unit, other than those prescribed by a doctor and considered appropriate for intake while working with children.
3. Staff, Volunteers, Students, Visitors or Committee will ensure that any personal prescribed drugs are stored securely and are not accessible to the Children.
4. Personal belongings including handbags will be stored in the locker provided throughout the working day.
5. Staff will ensure that any prescribed medication required to be taken by a child in the Pre-School is stored securely and appropriately at all times, and that doses administered are recorded in the medication record log.
6. The Manager will ensure that all Parents, Carers, Visitors, Staff, Volunteers and Students are aware of the policy.
7. Staff will promote healthy lifestyles and act as positive role models with regards to the use of drugs and the consumption of alcohol.
8. Any Staff, Volunteer, Student, Committee member or Visitor found to be influenced by drugs or alcohol on the premises will be immediately asked to leave, the Manager will contact the local LADO team and disciplinary procedures will then begin where appropriate.

9. Where a Parent or Carer is under the influence of alcohol or drugs when collecting a child from the Pre-School Unit the following will apply;
- The incident will be dealt with in a tactful professional manner, maintaining a professional relationship.
 - A Senior member of Staff or the Manager will attempt to speak to the parent or carer regarding any concerns about their child's welfare as a result of drugs or alcohol, or their ability to meet their child's needs.
 - 2 Staff members will be present during any discussions with the parents or carers.
 - Staff will ask the parent/carer to arrange for another to collect their child from the unit and take responsibility for them.
 - If the parent/carer doesn't agree to this staff will contact the relevant agencies (MASH) and the Police to ensure the safeguarding of the child involved and the children and staff in the unit.
 - Following any incident, a full written record will be made and where appropriate a report will be made to Ofsted within 48 hours.

This policy was adopted on: 7th February 2023

Name of Pre-School: St Joseph's Pre-School Unit

Signed on behalf of the management:

Role of signatory: Manager

Date policy to be reviewed: March 2024