

Alcohol and Substance Misuse Policy (Childcare)

Policy Owner: Director of Communities/SLT	Policy Developer: Head of Family & Children’s Services/AA
Category: Policies	Version Number: [1.0]
Status: Approved	Issue Date: 17/02/2023
Date Approved: 10/02/2023	Review Schedule: Annual
Approval Level: 2	Ratified by: Q&C 17/02/2023

The current version of any policy, procedure or guideline is the version held in the Knowledge Library on Workplace. It is the responsibility of all staff to ensure that they are following the current version.

Alcohol and Substance Misuse

EYFS: 3.1-3.8, 3.19

At 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 children.

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 and Child Protection Policy and Staff disciplinary Policy.

Alcohol

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

Anyone who arrives at any of our childcare settings clearly under the influence of alcohol will be asked to leave. If they are a member of staff, the setting will investigate the matter and will initiate the disciplinary process because of which action may be taken, including dismissal. If they are a parent, the setting manager/designated safeguarding officer will use professional judgement as to whether the parent is suitable to care for the child. We will call the second contact on the child's registration form to collect them. If a child is thought to be at risk, then we will follow the safeguarding children/child protection procedure and the police and children's social services may be called. If anyone arrives at a childcare setting in a car under the influence of alcohol the police will be contacted.

Staff, students, parents, carers, visitors, contractors etc. are asked not to bring alcohol on to any of our childcare premises.

Substance misuse

Anyone who arrives at one of our childcare settings 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, because of which dismissal could follow. If they are a parent, then the setting manager/designated safeguarding lead will use their professional judgement to ascertain if the parent is suitable to care for the child. The childcare setting may call the second contact on the child's registration form to collect them. If a child is thought to be at risk, then the setting will follow the safeguarding children/child protection procedure and the police may be called.

The childcare setting 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 medication that may affect their ability to care for children, they must seek medical advice and inform the nursery 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 will be 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 a manager/staff member 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 always maintained.

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

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 Local Authority children's social care team 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 by	YMCA Thames Gateway Group
On	<u>10/02/2023</u>
Signed on behalf of the provider	_____
Name of signatory	<u>Amanda Allen</u>
Role of signatory (e.g. chair, director or	<u>Head of Family and Children's</u>

owner)

Services

Policy review date

10/02/2024 – on or before

Name of reviewer

Signature of reviewer

Role of reviewer