

Alcohol or Substance Abuse Policy

When working directly with children, staff, students, volunteers and visitors must not be under the influence of alcohol or any other substance.

In the event that it is suspected that anyone has arrived at work under the influence of alcohol or an illegal substance, they will be taken aside by the supervisor who will express concern to the individual of the suspected alcohol or substance abuse. If the individual admits there is a problem, they will be sent home immediately. On return to work, the individual will be appropriately disciplined following set disciplinary procedures. This is considered gross misconduct and could result in instant dismissal. If the supervisor is the person in question, the Deputy Supervisor should contact the Ofsted immediately and take appropriate action. Any visitors found to be under the influence will be excluded from the Pre-School and the matter referred to Ofsted.

If the individual denies any problem, they must be carefully monitored, and not left unsupervised with children. Ofsted will be contacted for advise if staff are still concerned.

If staff suspect that a parent collecting a child is under the influence of alcohol or an illegal substance, and that the child will be put at risk if released to the adult, they will express their concern, and if necessary contact the Police, and follow the Child Protection policy procedures.

Medication

Staff, volunteers and students taking medication which may affect their ability to care for children should seek medical advice before working with children. The manager/supervisor should be informed of any other medication which may have cause for concerns.

This policy was adopted at a meeting of the pre-school held on (date).....

Signed on behalf of the pre-school.....