



POLICY FOR INCIDENTS INVOLVING DRUGS OR ALCOHOL

In the event of a member of staff turning up for work under the influence of drugs or alcohol, the member of staff would be sent home and would lose the salary for that day. A meeting would be called between the Leader and Chair and disciplinary procedure would be followed.

In the event of a parent turning up whilst under the influence, a member of staff would talk to the parent and assess the situation. All conversations would be recorded in the Incident Book and, if appropriate, child protection agencies would be informed.

Signed.....

Date.....

Review date.....