



Drugs and Alcohol Policy

Policy Statement

Toddington Childcare and Forest School is committed to providing a safe, healthy, and secure environment for all children, staff, volunteers, students, parents, carers, and visitors.

The use, possession, distribution, or being under the influence of illegal drugs, alcohol, or any substance that may impair a person's ability to care for children safely is strictly prohibited whilst on the premises, during working hours, or whilst undertaking duties on behalf of the setting, including off-site activities.

The welfare and safety of children will always be our primary consideration.

Staff Responsibilities

All staff, volunteers, students, and contractors are expected to:

- Attend work fit to carry out their duties safely and effectively.
- Not consume alcohol during working hours or immediately prior to commencing work.
- Not be under the influence of alcohol, illegal drugs, or any substance that may impair their judgement, performance, or ability to supervise children safely.
- Inform the Setting Manager if they are taking prescribed medication that may affect their ability to carry out their role safely.
- Store all medication securely and in accordance with the setting's Medicines Administration Policy.
- Act as positive role models in promoting healthy lifestyles and safe practices.

Alcohol and Substance Misuse

If a member of staff is suspected of being under the influence of alcohol, illegal drugs, or any other substance that may impair their ability to work safely:

- The matter will be addressed immediately by the Setting Manager or most senior member of staff present.
- The individual may be removed from duties involving children with immediate effect.
- Arrangements will be made to ensure the individual can return home safely.
- The incident will be documented and investigated in accordance with the setting's disciplinary procedures.

- Where appropriate, referrals may be made to relevant regulatory or safeguarding authorities.

Any member of staff found to be in possession of, using, supplying, or under the influence of illegal drugs whilst at work will be subject to disciplinary action, which may result in dismissal.

Visitors and Parents/Carers

Parents, carers, visitors, and contractors must not attend the setting whilst under the influence of alcohol or illegal drugs where their behaviour could place children, staff, or others at risk.

If concerns arise regarding an individual who appears to be under the influence of alcohol or drugs, staff will:

- Remain calm, professional, and respectful.
- Prioritise the safety and welfare of children at all times.
- Ensure that at least two members of staff are present during any discussion, where possible.
- Record concerns and actions taken.
- Seek support from the Setting Manager or most senior member of staff present.

Collection of Children

If a parent, carer, or authorised collector arrives and staff believe they may be under the influence of alcohol or drugs:

- Staff will assess the situation carefully and consider the immediate safety of the child.
- Wherever possible, staff will encourage the individual to arrange for another authorised adult to collect the child.
- Staff will seek assistance from the Setting Manager or most senior member of staff present, immediately.
- Detailed records will be made of the incident, including observations, actions taken, and outcomes.
- Where staff believe a child may be at risk of significant harm, appropriate safeguarding procedures will be followed.
 - This may include contacting emergency contacts, Children's Social Care, the police, or other relevant agencies.

Whilst the setting has no legal authority to prevent a parent with parental responsibility from collecting their child, staff have a duty of care to take reasonable steps to safeguard children and may contact appropriate agencies or the Police where concerns arise.

Safeguarding

Any concerns regarding substance misuse that may impact a child's welfare will be managed in accordance with the setting's Safeguarding and Child Protection Policy.

All concerns will be treated confidentially and handled sensitively, whilst ensuring that the welfare of the child remains paramount.

Record Keeping

All incidents relating to alcohol or drug concerns involving staff, parents, carers, visitors, or contractors will be:

- Recorded promptly and accurately.
- Stored securely in accordance with data protection requirements.
- Reviewed by the Setting Manager to determine any further action required.

Legal Framework

This policy is informed by:

- Misuse of Drugs Act 1971
 - Health and Safety at Work etc. Act 1974
 - Management of Health and Safety at Work Regulations 1999
 - Data Protection Act 2018 and UK GDPR
 - Early Years Foundation Stage (EYFS) Statutory Framework
 - Working Together to Safeguard Children 2026
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Policy Review

This policy will be reviewed annually or sooner if Legislation, guidance, or operational requirements change.

Signed on behalf of Toddington Childcare and Forest School May 2026

Sarah Malcolm

Chair of Toddington Childcare and Forest School Parent Management Committee