



## **Alcohol and Other Substances Policy**

### **Alcohol**

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

At Loversall Farm Day Nursery we also have a duty to provide a safe, learning environment for the children in our care.

Anyone who arrives at the nursery clearly under the influence of alcohol, will be asked to leave the premises immediately. If the individual is a staff member, the Nursery will investigate the matter and follow our disciplinary procedures. It is highly likely that the individual will be dismissed from the nursery with immediate effect. If the individual is a parent a judgement call will be made to ascertain if they are suitable to care for the child. In some cases, the second contact on the child's registration form will be called to collect them. If a child is thought to be at risk the child protection procedure will be followed and the police and children's social care department within the Local Authority will be informed.

If anyone arrives at the nursery in a car whilst under the influence of alcohol the police will be contacted.

Staff, students, parents, carers, visitors, contractors etc. must not bring alcohol on to the nursery premises.

### **Substance misuse**

If a member of staff arrives at the nursery under the influence of illegal drugs, or any other substance including medication, that affects their ability to care for children, they will be asked to leave the premises immediately. An investigation will follow which may lead to disciplinary action being taken, resulting in instant dismissal. If the individual is a parent and deemed unfit to care for their child, the nursery will call the second contact on the child's registration form to collect them. If a child is thought to be at risk the nursery will follow the safeguarding children/child protection procedure and the police called.

The nursery 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 whilst under the influence. If they are a member of staff serious disciplinary procedures will be followed.

If a member of staff is taking prescribed medication that may affect their ability to work with children, they must inform the nursery manager as soon as possible to arrange for a risk assessment to be initiated.

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## **Child Protection**

**Where decisions are made following a staff member or parent being under the influence of alcohol and/or other substances, records will be completed and Ofsted informed as soon as reasonably practicable, but definitely within 14 days of the incident.**

Ofsted contact details:

The National Business Unit  
Ofsted  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD

Telephone: 0300 123 1231

Police – Emergency 999 – Non-Emergency 101

<b>This policy was adopted on</b>	December 2017
<b>Signed on behalf of the nursery</b>	
<b>Signed by Nursery owner</b>	
<b>Date of next review</b>	September 2025