



Ladybird Forest Pre-School



Safeguarding and Welfare Requirements: Safety and Suitability of Premises, Environment and Equipment

8.4 Alcohol and Substance Misuse

Policy Statement

Ladybird Forest Pre-School will not accept staff or parents arriving under the influence of alcohol or drugs or consumption of alcohol or drugs on our premises during open hours.

Procedures

Staff

- Staff members are not permitted to consume alcohol during their contracted hours of work, or to care for the children if they are under the influence of alcohol or drugs.
- Staff are expected to arrive at work fit to carry out their job and to be able to perform their duties safely without any limitations due to the use or after effects of alcohol or drugs. (In this policy drug use includes the use of controlled drugs, psychoactive (or mind-altering) substances formerly known as "legal highs", and the misuse of prescribed or over-the-counter medication.
- Staff members should not work with children if they have taken any drugs, including those available over the counter or prescribed by a doctor, considered inappropriate for intake while working with children.
- Where staff may occasionally or regularly need medication, any such medication must be kept in staff medication cabinet (situated within the Office) and should be labelled with the name of the member of staff.
- Should a member of staff be found under the influence of alcohol or drugs of any illegal form, before or during the opening hours, they will be immediately asked to leave the premises and told to return home. Thereafter, the normal disciplinary procedures will commence.
- Management will respond to and investigate concerns and complaints raised in relation to alleged breaches of this policy.

Parents

- If a parent/carer appears under the influence of alcohol or drugs staff will manage the incident tactfully to ensure that the professional relationship with the family is maintained.
- If, the parent/carer arrives at Ladybird Forest Pre-School under the influence of alcohol or drugs, a member of staff will ask the parent to arrange for someone else to collect the child. If the parent/ carer is unable / unwilling to cooperate, the member of staff will contact the emergency contact stated on the child's admission form, to collect the child from the setting.
- If the staff member is unable to reach the emergency contact, they will contact the Central Beds Local Authority Children's Social Care Team and / or a third party that we may feel appropriate, including but not limited to the parent's partner. Any member of staff feeling under threat should contact the police.
- If any staff member has any concerns regarding the child's welfare, we would endeavour to speak to the parent/carer about their child's needs.
- We will ensure that there are two staff present when speaking to a parent so that staff should not jeopardise their own safety or others in these situations.
- The incident will be recorded on the Cause for Concern Form.
- The Cause for Concern Log is monitored termly.

Relevant Ladybird policies:

- 1.2 Safeguarding Children and Child Protection
- 1.5 Drop Off and Collections
- 1.7 Online Safety
- 6.1 Administering Medicines
- 8.1 Health and Safety

Key contact details:

Organisation	Contact Number
Central Bedfordshire local authority Children's Social Care Team	0300 300 4833
Police	999

This policy was reviewed by	Amanda Sanders - Pre-School Manager Victoria Grimes - Admin Manager Rebecca McGough - Chair
Date of review	13 th January 2024
Date for next review	13 th January 2025
Chair's signature	