



## **ALCOHOL AND SUBSTANCES POLICY (Adults)**

### **RATIONALE**

To provide a safe and healthy environment for the children, families and staff within the school and Children's Centre.

### **AIMS**

- To ensure that all staff, children and families are in a safe and healthy environment.
- To ensure that no staff member is directly under the influence of alcohol or any other substance.
- To endeavour to help families with alcohol or substance use issues.
- To signpost individuals to relevant services to provide support.

### **SCOPE**

This policy applies to everyone in the school or Children's Centre including staff, volunteers, families, and visitors including other professionals.

'Visitors' includes both those employed by the county council as well as those from other agencies [e.g. the Health Service, Connexions and Job Centre Plus] who provide services for the centre. This also applies to staff from the statutory and non-statutory sector; the latter includes private, voluntary and independent groups.

### **PROCEDURE**

#### **1. New Staff**

- During induction all new staff made aware of the Alcohol and Substances Policy which is available in the Policies file for all staff to read.

#### **2. Alcohol and drugs/ substance misuse**

- If a member of staff arrives on the premises under the influence of alcohol or any other substance they would be asked to leave the premises. The incident would be dealt with in accordance with disciplinary procedures.
- Any individual who arrives at the school or Children's Centre under the influence of alcohol or any other substance would be asked to leave the centre to protect the wellbeing of other children. If a member of staff has good reason to suspect that a parent/ carer is under the influence of alcohol or illegal substance when they drop off or collect their child, and that the child's welfare is threatened, then either the Headteacher, Children's Centre Manager, or Designated Child Protection Officer should be informed. Responsibility for deciding on the most appropriate course of action then lies with any of the above, however the child's

welfare must remain paramount at all times. If the child is felt to be at risk then the Duty Social Worker will be called.

- The drinking of alcohol or possession of illegal substances will not be tolerated on site, and alcohol may be either disposed of or kept in a secure place for evidence as part of an enquiry. Illegal substances will be reported to the police. At the discretion of the Head teacher or Children's Centre Manager, alcohol may be tolerated under certain conditions e.g. an out-of-hours social event, or a bottle being used as a prize-winning raffle draw prize
- Where alcohol or drug misuse is disclosed by staff, or by parents, the Headteacher, or Children's Centre Manager, would refer to the most appropriate agency to help support the individual.

### **3, Prescribed Drugs**

- If a member of staff is taking prescribed medication that may affect their ability to function effectively at work, they should inform their line manager in confidence. This is particularly important if they are involved in direct work with children. Individual members of staff may need to take a doctor's advice as to whether they are able to work or not.

### **4. Occupational Health**

- It may be appropriate for the Head teacher or Children's Centre Manager to refer a member of staff to Occupational Health if there is an underlying health issue, which is affecting his/her ability to perform adequately at work.

### **5. Implementation**

It is the responsibility of each employee to inform his/her line manager of any details relevant to this policy that might apply to either him/herself or another staff member or volunteer

### **MONITORING AND REVIEW**

- It is the responsibility of the Headteacher and Children's Centre Manager to monitor and review the effectiveness of all policies relating to the school or centre
- The Headteacher will review and update this policy every three years or when needed in line with any emerging and relevant government legislation or local authority guidance

Policy Date: October 2008

Reviewed Date: June 2012

Reviewed: February 2015

Review: February 2018



