

## **Alcohol & Drugs**

### **Alcohol**

The bringing of alcohol onto the premises, without the prior written permission of management is strictly forbidden. We would ask any team members who are planning to purchase alcohol to do so after their shift has ended or to leave the alcohol in their car. If this is not possible the Nursery Manager or Deputy should be informed and they will make arrangements for it's safekeeping. Should any team members be given gifts of alcohol from any parents / carers they are asked to inform management and if unable to store the gift in their car off the premises they may arrange to leave the gift in the office until the end of their shift.

The consumption of alcohol is not permitted in the nursery premises or in the area surrounding the nursery building. The management has the right to offer alcohol at certain social functions providing that an appropriate license is sought beforehand.

Anyone found to be under the influence of alcohol within the nursery will be asked to leave the nursery immediately if it is safe to do so. If it is unsafe to do so the police will be contacted for assistance.

If this relates to a member of our team, the nursery will investigate the matter and will initiate the disciplinary process as a result of which action may be taken, including dismissal.

If they are a parent, the nursery will judge if the parent is suitable to care for the child. The nursery may call the second contact on the child's enrolment 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/children's social services may be called. If anyone arrives at the nursery in a car under the influence of alcohol the police will be contacted. All incidents of this manner will be recorded and monitored and dealt with on an individual family basis.

### **Drugs**

Providing that medication is prescribed, or has been obtained over the counter from the pharmacy or similar establishment, in a sealed package or container and the medication is retained on the person, or in a handbag or similar whilst visiting Sweet Peas Nursery purely to pick up or drop off a child, then we would accept that the risks involved are low and acceptable.



However, on all other occasions, where an individual is staying on the premises for any period of time the Nursery Manager or Deputy must be informed. Any precautionary measures that need to be taken can then be agreed to ensure the safety of the children. Should a team member or visitor be taking medication which could have an adverse effect then the Manager must be informed on arrival.

It is strictly forbidden to bring non-prescription drugs onto the premises. The use of illicit drugs and solvents is not permitted on the premises or in the area surrounding the building.

Any drugs found in the nursery will be stored in the office and the police will be informed. Any drug taking paraphernalia will be collected using a dust pan and brush which is swept away from the body and transferred into a metal or thick plastic container. The person doing the removal must wear heavy duty gloves and keep at arm's length at all times. The local council will then be contacted where a collection time will be arranged.

Every parent/carer who arrives at the nursery is visually vetted by our team members to check they are suitable to collect the child. If a member of our team has concerns about the parent/carer's ability to care for the child i.e. if they are heavily under the influence of alcohol, drugs or both; their concerns will be raised with the Manager before the child leaves the building. Where safe to do so this issue will be raised with the parents/carers and an alternative adult will be sought from the child's enrolment form to come and collect the child. In the event of a parent/carer becoming aggressive, we will follow our zero tolerance policy and contact the police for support.

All incidents of this manner will be recorded and monitored and dealt with on an individual family basis.

In the event of a team member arriving at the nursery under the influence of illegal drugs they will be sent home immediately and we will follow the procedures set out in the disciplinary policy outlined in the Employee Handbook which may result in dismissal.

If any team member is prescribed medication that may affect their ability to care for the children or to carry out their role effectively then team members are expected to inform the Manager to discuss this and be risk assessed.

