



## **Alcohol and Drugs:**

### **Alcohol**

The bringing of alcohol onto the premises, without the prior written permission of the owner, is strictly forbidden. We would ask that if you have purchased alcohol, maybe at the supermarket, you leave it in your car, or, give it to someone for safe keeping prior to entering the premises. If it is not possible, please inform the Ducklings Childcare Ltd Manager or deputy on arrival that you have alcohol and they will make arrangements for its safe keeping until you depart.

The consumption of alcohol is not permitted in the nursery premises or on 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. This will only be done if deemed safe to do so. If it unsafe to do so the police will be contacted for assistance.

If they are a member of staff, 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 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/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 your person, or in a handbag or similar whilst you are visiting the Ducklings Childcare Ltd purely to pick up or drop off a child, then we would all accept that the risks involved are low and acceptable. However, on all other occasions, where you are staying on the premises for any period of time, then you must inform the Ducklings Childcare Ltd Manager or deputy of the drugs



you are carrying. You can then jointly agree any precautionary measures that need to be taken to ensure the safety of the children. Should you be taking medication which you are aware could have an adverse effect then you must inform the manager 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 arms 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 staff members to check they are suitable to collect the child. If a member of staff has concerns about the parent/carers 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 duty manager before the child leaves the building. Where safe to do so this issue will be raised with the parent/carer and an alternative adult will be sought from the child's registration 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 staff 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 they are prescribed medication that may affect their ability to care for the children or to carry out their role effectively then they are expected to inform the manager to discuss this and be risk assessed.