

Alcohol and Drugs Policy and Procedure

The safety of children in our care is our main concern. This policy has been developed to protect and safeguard the welfare of children in our care according to Welsh Government Guidelines set out in 'Safeguarding Children: Working Together Under the Children Act 2004'

Policy Statement

It is the policy of Westend Playgroup that when working directly with children, staff, students, volunteers and visitors must not be under the influence of alcohol, or any other substance. The policy also applies to parents/carers who arrive on the premises to drop off or collect their children.

Alcohol and non-prescription drugs are not to be consumed on the premises.

Alcohol, drugs and medication can be poisonous to young children. Westend Playgroup will not permit the routine storage of these substances on the premises. If they are kept on the premises for a specific and agreed purpose they will be securely locked away, out of sight and out of reach of children.

All staff, parents, volunteers and visitors are to be made aware of our alcohol and drugs policy.

Procedure for dealing with incidents involving staff and visitors

Overall responsibility for implementing this policy rests with Ceri Limbrick, Playgroup Leader. All staff are required to abide by and help with the implementation of the policy.

Our primary concern must be the welfare of the children in our care. Safeguarding our children is of greater urgency than staff disciplinary procedures.

Substance misuse (including smoking) related incidents involving staff is subject to Westend Playgroup's Disciplinary Procedure.

- Staff are not permitted to consume alcohol during their contracted hours of work (on or off the premises), or to care for the children if they have consumed alcohol prior to commencing work.
- The same applies to all drugs, other than those prescribed by a Doctor and considered appropriate for intake whilst working with children.
- Staff must ensure that all medications are stored correctly according to the medication policy. This includes medication carried in handbags and other personal belongings.

- In the event that a member of staff or a visitor, be or be suspected of being, under the influence of alcohol or any other substance, before or during business opening hours, they will be immediately asked to leave the premises.
- The absence will be classed as unauthorised. A dated record will be made of the incident and added to the member of staff's record.
- The member of staff will receive no pay for the missed session.
- Advice and support will be offered to the member of staff.
- Such incidents will be dealt with according to the staff disciplinary policy.

Procedure for dealing with incidents involving parents/carers

If a parent/carer is suspected of being unfit to care for a child due to alcohol or substance misuse, Westend Playgroup staff members will:

- Manage the incident sensitively to ensure the family relationship is maintained.
- Report any concerns regarding a child's welfare to the Playgroup Leader or in her absence, the Deputy. The parent/carer will then be approached for a discussion about their child's needs.
- Ensure that there are two members of staff present when speaking to a parent/carer, to avoid any risk to theirs or others safety.
- In the event that a parent/carer arrives under the influence of alcohol or other substances, ask for someone else to be contacted to come and take responsibility for the child, before a member of staff gives up his/her responsibility of the child.
- Consider whether the incident needs to be reported to any relevant authority that may be considered appropriate (e.g. the persons partner, police, social services).
- Contact the police if there is threat from a parent/carer under the influence of drugs or alcohol
- Maintain a dated record of all such incidents and outcomes.

Help with alcohol and substance use problems

The following sources of information are available for those who have alcohol /substance use problems and wish to seek help:

www.dan247.org.uk Freephone Helpline 0808 808 2234 or text DAN to 81066

<http://www.drinkwisewales.org.uk/>

Procedure for dealing with unexpected incidents

Unexpected incidents related to drugs and alcohol misuse could include:

- Discovery of drugs or drug paraphernalia on the premises
- Suspicion, rumour or allegation about an individual's activities
- Disclosure about substance misuse on the premises or when out on an activity/visit
- Use or signs and symptoms of substance misuse
- Selling substances or possession of substances

Such substance misuse incidents may relate to staff members, parents/carers or other adults.

All cases will be treated seriously and reported to the Playgroup Leader. The wellbeing and safety of children will be the immediate priority. If anyone appears ill or unsafe as a result of substance misuse, first aid procedures will be followed. If there is a suspicion that a child has suffered, or is at risk of suffering significant harm, safeguarding procedures will be followed. Where criminal activity is disclosed or suspected it will be reported to the police. All incidents will be recorded in writing including the date and time of the incident.

Procedure for discovery of drugs or drug paraphernalia (e.g. needles) in the business grounds

- Immediately inform the Playgroup Leader.
- If someone is in possible danger or is likely to be at risk of harm – ring 999.
- Contact the police for advice about further action and disposal of item/s as soon as possible and ask for an incident number.
- Keep a dated record of all such incidents.