



Suitable person

2.7.1 Dealing with drug and alcohol-related incidents

Statement of Intent

The aim of this policy is to ensure that there are procedures in place for dealing with drug and alcohol related incidents on the nursery premises and that we always employ a consistent approach.

Roles and responsibilities

The nursery

- School House Nurseries has a duty of care to everyone at the nursery. This includes children, employees and members of the public with a legitimate right to be on our premises.
- The nursery premises are defined as the area within the nursery school boundary fence.
- Any member of staff believed to be under the influence of alcohol or drugs will be sent home and an investigation into the incident will be commenced on his / her next day back at work.

The Manager or senior in charge

It is the responsibility of the Manager or senior in charge to:

- Ensure that the procedures laid down in this policy are adhered to and that all employees are made aware of these procedures.
- Contact and inform the nursery owners if an incident occurs.
- Liaise with other agencies where necessary and to act as the contact person.
- Inform the police whenever an incident involving illegal substances is involved.

Nursery staff

It is the responsibility of all staff to:

- Report any incidents immediately to the Manager or the senior in charge.
- Record the incident as soon as possible on the Drug and Alcohol Related Incident Report Form (kept in Master Copies), including any action taken.
- **Do not offer assurance of confidentiality**, especially where there is a risk of harm to others.



Drug and alcohol related incidents involving staff members, visitors or carers

- If a member of staff becomes aware, or suspects, that an individual on the premises may have taken alcohol or drugs, or to be under the influence of alcohol or drugs, then the Manager or senior in charge should be informed immediately.
- Remember it is our duty to safeguard children at all times. If a pupil is 'at risk' under any of the categories within our Safeguarding Policy then the Lead Safeguarding Officer should be informed and the appropriate procedures followed.

Removing drugs from the premises

Any member of staff involved in removing suspected drugs must follow the nursery's Health and Safety guidelines as stated below.

- Protective gloves must be worn before handling any materials.
- Any drugs found on the school premises should be secured as soon as possible. This should be witnessed by another member of staff and the Local Police Station should be informed as soon as possible.
- All incidents should be recorded, dated and signed in the 'Incident Report Form'.
- Police should be called to assist with the disposal of all drug and drug related equipment.

This policy was updated and reviewed in:

Reviewed date	Name	Signature
September 2015	Stuart Watt	
May 2016	Stuart Watt	
August 2016	Stuart Watt	
September 2016	Stuart Watt	
April 2017	Stuart Watt	
April 2018	Lindy Baldwin	
August 2018	Lindy Baldwin	
April 2019	Lindy Baldwin	
May 2019	Stuart Watt	
January 2020	Stuart Watt	
January 2021	Stuart Watt	
January 2022	Stuart Watt	
March 2023	Stuart Watt	