

**Putnoe Woods  
Preschool**



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### **Putnoe Woods Preschool Substance Misuse Policy and Procedures**

At **Putnoe Woods Preschool** we are committed to providing a safe environment that helps to ensure the welfare of the children in our care. This includes making sure that children are not exposed to adults who may be under the influence of alcohol or other substances that may affect their ability to care for children.

#### **Alcohol**

Under the Health and Safety at Work Act 1974, companies have a legal requirement to provide a safe working environment for all of their employees.

Anyone who arrives at the preschool clearly under the influence of alcohol will be asked to leave. If they are a member of staff, the preschool 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 preschool will judge if the parent is suitable to care for the child. The preschool will call the second contact on the child's registration form to collect them. If a child is thought to be at risk the preschool will follow the safeguarding children/child protection procedure and the police/children's social services may be called.

If anyone arrives at the preschool in a car under the influence of alcohol the police will be contacted.

Staff, students, parents, carers, visitors, contractors etc. are asked not to bring alcohol on to the preschool premises.



### Substance misuse

Anyone who arrives at the preschool under the influence of illegal drugs, or any other substance including medication, that affects their ability to care for children, will be asked to leave the premises immediately. If they are a member of staff, an investigation will follow which may lead to consideration of disciplinary action, as a result of which dismissal could follow. If they are a parent, the preschool will judge if the parent is suitable to care for the child. The preschool will call the second contact on the child's registration form to collect them. If a child is thought to be at risk the preschool will follow the safeguarding children/child protection procedure and the police may be called.

The preschool will contact the police if anyone (including staff, students, volunteers, contractors and visitors) is suspected of being in possession of illegal drugs or if they are driving or may drive when under the influence of illegal drugs.

If they are a member of staff serious disciplinary procedures will be followed.

If a member of staff is taking prescriptive medication that may affect their ability to work, they must inform the preschool manager as soon as possible to arrange for a risk assessment to take place.

### Safeguarding/child protection

If a parent or carer is clearly over the alcohol limit, or under the influence of illegal drugs and it is believed the child is at risk we will follow our safeguarding/child protection procedures, contact social services and the police.



Staff will do their utmost to prevent a child from travelling in a vehicle driven by them and if necessary, the police will be called.

Where an illegal act is suspected to have taken place, the police will be called

**This policy is in compliance with the Data Protection Act 2018**

**Putnoe Woods is committed to safeguarding and promoting the welfare of children and young people, employees, students, volunteers, trustees and parents and expects all staff and volunteers to share this commitment.**

Date of Policy: September 2014	Created By: Jo Skelton	
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Review Date	Reviewer	Amendments
September 2015		
September 2016	Jo Skelton	
November 2019	Nikki Adams	New email address
November 2022	Nikki Adams	GDPR changed to Data Protection
September 2023	Jo Skelton	