

## **Banwell Buddies Drugs and Alcohol Policy**

*Banwell Buddies is a non-smoking environment this includes directly outside the building.*

### **Statement of intent:**

Our pre-school must be a safe and secure environment for the children in our care. The safety of the children is of paramount importance at all times. Anybody working With the children must be capable of taking responsibility for the children.

### **Method:**

- Alcohol and non-prescribed drugs will not be permitted on the premises.
- Prescribed drugs required by staff must be kept in a locked cupboard and away from Children at all times.
- Prescribed drugs, including inhalers, required by the children, should be clearly Labelled and only administered by staff with written instructions and permission from Parents/carers. These medicines will be stored appropriately and out of reach of Children at all times.
- Any abuse of drugs, alcohol or solvents will not be tolerated.
- If a member of staff arrives at pre-school under the influence of alcohol or non-prescribed drugs and in the opinion of the leader or deputy is unfit for work, s/he will be asked to leave the pre-school immediately.
- There is to be no alarm caused to the children and at no time should the unfit person be responsible for any child.
- The member of staff will be considered unfit for work and the missed session will be recorded as sick leave. Before the member of staff returns to work there must be a meeting involving the chair of the management committee, the leader on duty when the incident occurred and the member of staff concerned. The purpose of the meeting will be to discuss the events leading up to the incident, determining any additional support necessary and consequently following the appropriate disciplinary procedures.
- If any parent/carer who arrives to pick up a child who appears to be under the influence of alcohol or drugs Banwell Buddies staff will not be permitted to release the child into their care. In this event we will follow our non-collection procedure to ascertain if a responsible adult can be contacted to collect the child.

We want our pre-school to be a happy, secure and safe environment for the children. Any abuse of alcohol or drugs will not be tolerated, and any person who appears to have misused any substance will be required to leave the premises.

This policy was adopted at the meeting of

Date

Signed

Role of Committee Member