

Alcohol and Substance Misuse Policy

Introduction

At Little Stars Pre-school we are committed to providing a safe environment that helps to ensure the welfare of the children in our care and 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.

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.

This policy applies to all our employees, volunteers, students and visitors, as well as subcontractors (including agency and self-employed), consultants and employees of other organisations when working at the Pre-school.

This policy is written in line with sections 3.1-3.8 ,3.19, 3.28 and 3.29 of the Statutory Framework for the Early Years Foundation Stage.

Definition

A drug is defined as 'a substance that people take to change the way they feel, think or behave' (United Nations Office on Drugs and Crime). This policy will encompass all drugs/substances including:

- Alcohol
- Volatile substances i.e. aerosols, butane, petrol.
- Illegal drugs
- Prescribed or over-the-counter medicines

Procedures for Safeguarding/child protection

General

Anyone who arrives at the Pre-school under the influence of alcohol, illegal drugs, or any other substance including medication, that affects their ability to care for children, will be asked to leave the premises immediately.

Any medication on the premises will be stored securely, and out of reach of children, at all times.

Staff

All staff members, other professionals, volunteers or students have a responsibility to ensure the health, safety and welfare of themselves and others on the premises. The influence of alcohol and/or

any other toxic substances will impair the health and safety of everyone within the premises and/or the safe and efficient running of the business. Therefore, under no circumstances is any member of staff or other professional allowed onto the premises if they are under the influence of alcohol and/or any other substance abuse.

If we believe a staff member or other professional is intoxicated by alcohol or any other toxic substance, appropriate action will be taken:

- They will be asked to leave the premises immediately.
- The Pre-school will investigate the matter and will initiate the disciplinary process as a result of which action may be taken, including dismissal.
- They may be subject to further action from other agencies including the police and children's social care team.

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

Parents

If at any time we feel that a parent/ carer, or anyone authorised to collect the child is under the influence of alcohol and/or any other toxic substance, the Pre-school will have the child's safety in mind and will judge if the parent is suitable to care for the child.

- The Pre-school may refuse to release the child into the parent's care.
- The Pre-school may call the second contact on the child's registration form to collect them.

If a child is thought to be at risk:

- the Pre-school will follow the safeguarding children/child protection procedure and the police/children's social services may be called.
- Staff will do their utmost to prevent a child from travelling in a vehicle driven by that person and if necessary, the police will be called.

Children

If a child in the nursery is found to be intoxicated by alcohol or any other toxic substance, appropriate medical attention will be provided and the parent/carers and social care team would be informed and the incident recorded.

Illegal activity

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

The Pre-school 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.

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

Review / Version Control				
Review period - 3 years				
Version	Created	Reviewed	Initials	Changes
Alcohol and Substance Misuse Policy (v1.0)	03/2020			
		09/2021	DH AP	-
Alcohol and Substance Misuse Policy - Oct24 - v1.1	10/2024		DH AP	Changed template and version control. No changes to wording
Alcohol and Substance Misuse Policy - Oct25 – v2.0	10/2025		DH AP	Re-structured and revised wording
Alcohol and Substance Misuse Policy - Oct25 – v2.1		09/2026	DH SH AP	Referenced sections of EYFS framework updated for latest version of statutory framework