



## Substance misuse

At Stepping Stones Nursery we are committed to ensure that children are surrounded by a healthy and caring environment and that they are cared for by responsible adults. We will ensure that drug misuse and any instance of possession, use or supply of illegal drugs on nursery premises will be regarded with the utmost seriousness. This policy will apply to everyone who comes into the setting including staff, parents/carers, children and visitors.

### **Our guiding principles are as follows:**

- The safety and welfare of the staff and the children is paramount.
- The nursery operates a no smoking policy and clear signs are displayed within the nursery.
- Alcohol should not be brought into or consumed on the premises at any time.
- No child should be in possession of alcohol, tobacco, matches, lighters, sniff able products or any other kind of illegal drug at any time.
- No member of staff will ever be permitted to work with the children if it is suspected that they are under the influence of drugs or alcohol.
- Staff will take action if a parent or carer arrives to collect a child, who seems under the influence of drugs or alcohol.
- The nursery operates a whistle blowing policy. This means that the management team should be informed if it is suspected that a member of staff is taking drugs on the nursery premises or appears to be under the influence of drugs or alcohol on arrival to work.

### **Children**

If any child is found in possession of illegal drugs, including alcohol, or tobacco, the following procedure will apply:

- The substance in question will be confiscated\* immediately, using protective equipment (i.e. gloves) in the presence of a witness and reported to the duty manager.
- The incident will be logged by the staff member dealing with the incident.
- The duty manager will then take lead role in deciding what action is needed.
- Parents/ carers of the child involved will be informed and it will be made clear to them that the incident is a child protection issue.
- Staff will follow appropriate procedures and outside agencies will be involved.
- Staff should never attempt to analyse or taste the unidentified substance.
- If any child is thought to be 'under the influence' medical help should be sought immediately and if required first aid will be given.
- The substance will be disposed of once the appropriate agencies have decided on which course of action to take.

### **Staff**

The nursery does not tolerate any members of the staff team, including students, volunteers, etc to be at the premises under the influence of an illegal drugs, alcohol or misuse of medical substances.



The following procedures will apply to any staff member who is taking drugs on nursery premises or appears to be 'under the influence' on arrival to work:

- The staff member will be immediately asked to move to an area away from the children.
- A member of staff will be allocated to the person in the form of a buddy.
- The buddy will seek permission from the member of staff to contact their next of kin and arrange for them to be collected.
- The staff member in question will undergo the necessary disciplinary procedure when they are in a fit state to return to the nursery.

It is important that all staff complete a medical information form, describing any existing medical conditions they may have plus any medication they are taking. Any staff medication should be kept in a safe place away from children, either in their individual bags, or if necessary, in the fridge clearly labelled in a separate container from the children's medication.

The medical information form will be stored in staffs' personnel file and may be used in the event of an emergency. It is therefore important that each member of staff includes details of their next of kin.

### **Parents/Carers**

The following procedures will apply if any parent or carer attempts to collect their child from nursery, seemingly 'under the influence' of drugs or alcohol:

- The parent/carer will be advised to make other arrangements in regards to the collection of their child. For example arrange for another responsible adult to collect them
- If a parent becomes aggressive or abusive towards a staff member, a child or another parent or visitor within the setting, further action will be taken this may include telephoning the police for assistance.
- Staff will do their utmost to protect the children in our care and keep them from harm.
- The nursery has the right to safeguard all children attending the setting. This included refusing to hand over a child to an adult who is deemed to be under the influence of illegal drugs or alcohol. In such circumstances relevant outside agencies such as children's services, will be contacted, as discussed in the nursery safeguarding policy.

**Any substance that may be found in the setting will be reported to the manager, each case will be dealt with on an individual basis.**

\* It is permitted by law for the setting staff to take temporary possession of a substance suspected of being a controlled drug for the purpose of protecting the child from harm and the offence of possession.

<b>This policy was adopted on:</b> <i>August 2017</i>	<b>Signed on behalf of the Nursery:</b> <i>Adele Stone</i>	<b>Date to be reviewed:</b> <i>August 2018</i>
--	---	---

