

Training Depot Day Nursery

Drug and Alcohol Policy for Staff

Staff must not be under the influence of alcohol or any other substance which may affect their ability to care for the children. If a member of staff is taking medication which may affect their ability to care for the children, they should seek medical advice. The Nursery Manager, will ensure that staff only work directly with the children if the medical advice confirms that any medication they are on is unlikely to impair their ability to look after the children properly.

Staff medication that is kept on the Nursery premises must be kept securely stored and out of the reach of the children at all times in the staff room.

In the event that any staff member displays or discloses a drug or alcohol problem, steps will be taken to assess the severity of the situation and whether or not continuing working in the setting is appropriate.

Support will be offered to the individual and information regarding professional agencies will be given.

It will be the staff members' responsibility to accept medical help.

If proven medical assistance was then voluntarily accepted by the staff member it would be the Nursery Manager's responsibility to monitor the individuals' ability to work safely in the setting, if at all.

The welfare of the children attending Training Depot Day Nursery and parents, visitors and staff safety is paramount and any situation that may jeopardise this would result in disciplinary action or possible suspension during investigations. Any investigations would be handled professionally and sensitively.

If it is concluded that an individual is under the influence of drugs or alcohol or is found taking drugs or alcohol on the premises, this may result in instant dismissal. Staff should be aware, uncovering any such behavioural problem does constitute gross misconduct under the terms of their contract of employment.

The individual would be asked to leave the premises immediately.

Any such decisions would be the responsibility of the Nursery Manager in conjunction with the Owner.

Confidentiality would be upheld at all times.

Advice and support contact information

FRANK	www.talktofrank.com 03001236600
National Drugs Helpline	www.urban75.com/Drugs/helpline.html 0800776600
Alcohol Services for the Community Drug and Alcohol Support Group	2 nd Floor, Napier House, Napier Road, 17 – 21, Napier Road, Luton Beds 01582 723434
Heads Together	www.headstogether.org.uk