



ALCOHOL OR OTHER SUBSTANCES AND MEDICATION POLICY

Safeguarding and Welfare requirements: 3.17

AIMS OF THE POLICY

The policy seeks to:

- Guarantee a healthy working environment and protect the current and future health of employees, customers and visitors.
- To comply with Health and Safety Legislation and Employment Law.
- Safeguard the children in our care.
- We as practitioners would take the decision not to hand over children to parents or carers if they are intoxicated.

RESTRICTIONS ON ALCOHOL OR OTHER SUBSTANCES

Alcohol is not permitted in any part of the premises, entrances or grounds at any time, by any person regardless of their status or business with the organisation. Staff are not permitted to have alcohol at lunchtimes regardless of the occasion. Staff are also reminded of the length of time it takes to alcohol to leave their system and to not put themselves or the children at risk. It is also not permitted to take any substances in any part of the premises, entrances or grounds at any time, by any person regardless of their status or business with the organisation.

MEDICATION

If a member of staff is taking any medication that may affect their ability to care for children they need to seek medical advice. Staff may only work with children if the medical advice confirms that the medication is unlikely to impair the staff member's ability to look after children properly. Staff medication on the premises must be securely stored, and out of reach of any children.

VISITORS

All visitors, contractors and deliverers are required to abide by the no alcohol policy. Staff members are expected to inform customers or visitors of the no alcohol policy. However they are not expected to enter into any confrontation which may put their personal safety at risk.

DISCIPLINARY ACTION

This would take the form of our normal Disciplinary Action in the work place.

Our usual procedure for discipline is: -

- Verbal warning
- Written warning
- Final written warning
- Demotion
- Dismissal

MONITORING AND REVIEWING

This policy will be reviewed regularly to ensure that it continues to meet the aims.