

Harrold Pre-School Policies



Drugs, Alcohol & Staff Taking Medication

Policy Statement

Staff members (including bank staff), volunteers, students and any visitors who work directly with children must not consume or be under the influence of alcohol, drugs or any other substances that may affect their ability to care for children in working hours.

Procedures

If a staff member (including bank staff), volunteers, students or any visitors who work directly with children is suspected to be under the influence of alcohol, drugs or other substances that may affect their ability to care for children just before or during working hours:

- Will be spoken to by the Pre-School Leader, Georgie Markham, or Pre-School Deputy, Sam Bates, expressing their concerns
- If the person in question is the Pre-School Leader and the Pre-School Deputy is unavailable, or vice versa, then she will be spoken to by the Safeguard Lead, Sarah Burrows, who must contact the Pre-School Committee Chair, and inform him/her of concerns.
- If the person is found to be under the influence of any of the above, they will be sent home immediately
- Upon return to work, the staff member will be interviewed following the disciplinary procedure and any further action will adhere to this procedure. This may be considered gross misconduct and instant dismissal.
- If the person in question denies being under the influence of any of the above, they must be closely monitored and never left unsupervised with the children. Ofsted can be contacted for further advice if the person in charge still has concerns.

Medication

As an induction process staff members (including bank staff), volunteers, students who work directly with children on a regular basis, must fill out the 'Health Declaration' booklet to the best of their knowledge and return it to the Pre-School Leader/Deputy as soon as possible. This will include any medication they have been taking or are taking at present.

If any of the medication may affect their ability to care for children, they must seek medical advice before working with children.

All medication will be stored appropriately and securely and out of reach of children.

The Pre-School Leader/Deputy must be informed by the person taking the medication of any medication that may affect their ability to care for children.