

## **Alcohol and Drugs Policy**



As early year's practitioners, we have a responsibility to safeguard the children in our care. Therefore, at Little Explorers we have a zero tolerance policy within the setting when it comes to anyone in contact with the children being under the influence of alcohol or any other drug that may affect their ability to care for the children. Not only does this include the staff team and any visitors to the setting, but parents/ guardians coming to collect their children.

Action to take should a parent/ carer come to collect their child whilst under the influence of alcohol or drugs:

1. To ensure that the professional working relationship is maintained with the family, the staff team will be discreet whilst discussing their concerns over the parent's ability to care for their child at that time.
2. Two members of the staff team will be present during these discussions to ensure the safety of the staff team at all times.
3. The staff team would then seek to contact another responsible adult, listed within the child's registration form, before giving up her/ his responsibility for the child. The responsible adult may then take over the care of the child.
4. Should we be unable to find a responsible adult we would seek to hold onto the child (despite recognising that we have no legal right to withhold a child from their parent) and contact the relevant authorities (i.e.: police).
5. A full written report of the incident would then be completed.

Action to take should a member of the Little Explorers staff team turn up for work with or whilst under the influence of alcohol or drugs:

1. The member of staff will be asked to leave the premises immediately.
2. Disciplinary procedures will commence if appropriate.
3. Other staff registered to work within the setting will be contacted to cover adult to child ratios and where this is not possible parents will be asked to collect their children.

We will ensure that any drugs (medication) kept on the premises are kept out of reach of the children and records will be kept in relation to their administration.

**Our setting is a non smoking environment.**

Adopted: June 2023

Review date: June 2024

Reviewed May 2024

Reviewed: November 2024