

# Drugs and Alcohol

## Policy statement

Hamble Village Playschool is legally required to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees whilst at work as well as the children entrusted in our care.

- To raise awareness amongst employees about the harmful effects associated with inappropriate taking of drugs and consumption of alcohol.
- To encourage employees who suspect, or know that they have a drug or an alcohol problem, to seek help at the earliest possible stage.
- To deal effectively with drug or alcohol problems in the interest of health, safety & welfare, in order to protect the children who attend the school and to maintain acceptable work performance standards.

## The Policy and General Principles

1. This policy applies to **ALL** employees.
2. Any information or records of employees relating to a drug or an alcohol problem will be treated with the strictest confidence. It is important to identify problems at an early stage and the employee should be encouraged to seek treatment.
3. The setting will endeavour to ensure that job security is maintained for any employee participating in treatment and/or counseling in an attempt to deal with drug or alcohol abuse.

Where an employee has to be away from work to undergo treatment, their job will be held open in accordance with normal sickness procedures. However, it has to be accepted that in the long term, job security must depend on returning to an acceptable and safe level of working.

4. Each case will be considered on its own merits but normally if a course of treatment fails then termination of employment will need to be considered.
5. It is, therefore, forbidden to consume drugs or of alcohol whilst on Company premises or to attend work under the influence of drugs or alcohol.

## Employee's Responsibilities

Employees who suspect or know that they have a drug or alcohol problem have a responsibility to seek advice and support from appropriate sources such as their GP or other relevant Agencies – all of whom observe strict confidentiality.

## Dealing with an Alcohol Problem

1. Once it has been identified and/or confirmed that an employee has an alcohol related problem, then they should be interviewed in private.
2. If the problem is confirmed to be drug or alcohol related then the Drugs and Alcohol Policy should be discussed. At this point it will be helpful to provide details of the help that is available
3. Any further or ongoing action that is necessary in the mutual interests of both the setting and the individual concerned will need to be agreed and confirmed, thus ensuring that both parties fully understand and are in agreement to the needs of the situation.
4. At this stage, the setting has to consider the health, safety and welfare of the children entrusted to its care and work colleagues and must be satisfied as to whether or not there is a continuous risk to the employee concerned the children or to work colleagues. If so, then suspension may have to be considered.
5. Accurate and strictly confidential records of follow-up action and events must be maintained. Attention should be given to further instances of unacceptable / unsafe behaviour or poor performance, together with any examples of improved standards - thereby monitoring progression or regression.
6. This policy will be reviewed regularly for its effectiveness.

### Further guidance

- The employee's General Practitioner
- Alcoholics Anonymous.

This policy was adopted at a meeting of **HAMBLE VILLAGE PLAYSCHOOL**

Held on ..... (date)

Date to be reviewed ..... (date)

Signed on behalf of the committee .....

Name of signatory .....

Role of signatory .....