

Alcohol & Drug policy

It is the policy of Wickham Montessori School to keep children safe whilst they are in our care.

Smoking

- Wickham Montessori Schools premises are non-smoking.
- Staff members, students, volunteers, parents and carers are not permitted to smoke in any area of the inside building or in any of the secure outside areas.
- Any breach of this rule by staff may lead to disciplinary proceedings and to dismissal for gross misconduct.
- Staff members, students, and volunteers are not permitted to smoke when out of the building on trips.
- Staff members and volunteers are made aware of no smoking through our Staff Induction process.
- Students are made aware of no smoking through our 'Student Induction' sheet.
- The Team member will ensure they have washed their hands before returning to the children.

No Alcohol, Drugs or Illegal Substances

- Alcohol, drugs or illegal substances are not permitted on the premises of Wickham Montessori School.
- Staff members, students and volunteers suspected of, or found to be under the influence or are in possession of alcohol, drugs or illegal substances whilst children are in our care will be asked to leave immediately.
- Any breach of this rule by staff members may lead to disciplinary proceedings and to dismissal for gross misconduct.

Parents/Carers Under the Influence of Alcohol, Drugs or Illegal Substances

- We will not release a child to the person collecting if we believe them to be under the influence of drugs, alcohol or other illegal substances.
- We will seek further advice from our Designated Safeguarding Lead/Deputy Designated Safeguarding Lead and outside agencies e.g. Children's Services and/or the Police for advice.
- We will also contact the child's emergency contacts if appropriate.
- In the time whilst we are contacting outside agencies and if appropriate the child's emergency contact, the child will be kept apart from the individual who is suspected to be under the influence.
- We understand that we have no legal rights to prevent a child being taken by a parent, however we would endeavour to protect the child to our best ability.
- If the parent/carer takes the child from our care we would advise them that it may be unsafe and that we will be notifying the police and children's social care, as we believe them to be under the influence of alcohol or illegal substances, thus putting a child at risk.
- If a child was found with alcohol, drugs or an illegal substance at Wickham Montessori School it would be confiscated and then we will seek further advice from our Designated

Safeguarding Lead/Deputy Designated Safeguarding Lead and outside agencies e.g. Children's Services and/or the Police for advice. We will wait until advised by outside agencies as to the next steps ensuring we follow our Safeguarding Children Policy. The parent should be told.

Staff Members taking Medicine/Other Substances

Staff members who are taking medication can only work directly with children if medical advice confirms that the medication is unlikely to impair their ability to care for and look after children.

Any Team member who requires medication prescribed by their GP to be taken at the Nursery will advise the Manager/Deputy Manager the following information (which will be recorded):

- the drug they are taking,
- their last dose,
- their next dose.

All staff medication will be stored in the office and out of appropriate out of reach of children.