**5.2 Alcohol and drugs policy**

We aim to promote the general well-being of all employees, to avoid unnecessary illness, absences and accidents, to improve work performance and to provide a working environment which ensures, as far as possible, the health and safety of all employees.

If you suffer from an alcohol or drug addiction, then you are expected to notify your line manager. It is a disciplinary offence to attend work where the use of either alcohol or illegal drugs (including psychoactive substances, which may have previously been referred to as legal highs), impairs the safe and efficient running of the setting, or the health of our employees and service users.

* The pre-schools operate a zero-tolerance policy to drugs and alcohol. Staff do not under any circumstances attend work under the influence of illegal drugs or alcohol.
* Staff may attend work whilst taking prescribed or over the counter medication for a specific conditions providing it does not adversely impact on their performance.
* Parents/carers are not permitted to bring drugs or open alcohol onto the premises.
* Staff are permitted to accept alcoholic gifts from parents, for example, at the end of the school year.
* Parents/carers are not permitted to attend the premises under the influence of drugs or alcohol and should they do so they may be asked to leave. The police may be asked to attend the premises if appropriate.
* If parents/carers do attend the premises appearing to be under the influence of drugs or alcohol action may be taken under our child protection policy.
* We do not exclude children from our preschool because the parent/carer is a drug or alcohol abuser. In such cases we will work closely with the family’s social worker and in accordance with our child protection policies.

This policy was adopted at a meeting of Woolston Pre-Schools held on 10th October 2017

Reviewed: December 2023

**Role on committee: Nominated person Woolston Preschool manager**

Signed by Name Gemma Woodward

Date Date

Name of Signatory Signature