

Alcohol and Substance Misuse Policy and Procedure

Legislation

Health and Safety at Work Act 1974
The Misuse of Drugs Act 1971:

Related policies

Disciplinary
Suitability of staff

We are committed to providing a safe environment that helps to ensure the welfare of those in our building. This includes making sure that children and young people are not exposed to adults who may be under the influence of alcohol or other substances that may affect their ability to care for children and young people.

Alcohol

Under the Health and Safety at Work Act 1974, companies have a legal requirement to provide a safe working environment for all of their employees.

Anyone who arrives at the setting clearly under the influence of alcohol will be asked to leave. If they are a member of staff, we will investigate the matter and will initiate the disciplinary process as a result of which action may be taken, including dismissal. Staff can still be under the influence of alcohol the day after the night before and staff should be aware of this to ensure this is not the case when starting work.

If a parent / carer arrive under the influence of alcohol we will assess the parent/carers suitability to care for the child/person they are collecting. We may call the second contact on the child's registration form to collect them. If a child or vulnerable adult is thought to be at risk, we will follow the safeguarding of vulnerable adults/children child protection procedure and the police / social services may be called.

If anyone arrives at the setting in a car under the influence of alcohol the police will be contacted.

Staff, sessional workers, students, volunteers, parents, carers, visitors, contractors, partner organisations and other stakeholders are asked not to bring alcohol on to the premises.

Substance misuse

Anyone who arrives at the setting under the influence of illegal drugs, or any other substance including medication, that affects their ability to care for children and young people, they will be asked to leave the premises immediately. If they are a member of staff, an investigation will follow which may lead to consideration of disciplinary action, as a result of which dismissal could follow. If they are a parent we will judge if the parent is suitable to care for the child. We may call the second contact on the child's registration form to collect them. If a child is thought to be at risk we will follow the safeguarding vulnerable adults/children child protection procedure and the police / social services may be called.

We will contact the police if anyone (including staff, sessional workers, students, volunteers, parents, contractors, partner organisation representatives and other relevant stakeholders including and visitors) is suspected of being in possession of illegal drugs or if they are driving or may drive when under the influence of illegal drugs. If they are a member of staff serious disciplinary procedures will be followed.

If a member of staff is taking prescriptive medication that may affect their ability to work, they must inform the Children and Young People's Development Officer/Nursery Manager and/or the Senior Management as soon as possible to arrange for a risk assessment to take place.

If there are concerns around a member of staff who may have a Drug or Alcohol problem but there is no evidence If we suspect there may be an issue including poor performance, changes in behaviour and/or sickness, but no evidence that it is happening during working hours or arriving under the influence a meeting will be held with the member of staff around the health concerns. Support and referral to appropriate services will be offered if the staff member

Alcohol and Substance Misuse Policy and Procedure

discloses any information. Confidentiality will be maintained. Reminder of the disciplinary procedures if the member of staff attends work under the influence.

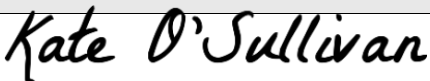

Safeguarding/child protection

If a parent or carer is clearly over the alcohol limit, or under the influence of illegal drugs and it is believed the child or young person is at risk we will follow our safeguarding/child protection procedures, contact social services and the police.

Staff will do their utmost to prevent a child from travelling in a vehicle driven by them and if necessary if the police will be called.

Where an illegal act is suspected to have taken place, the police will be called.

This policy was adopted on 15.05.2025 and will be revised by 15.05.2026

Name and Position	Signed	Date
Kate O'Sullivan Community Association Manager		19 / 06 / 2025
Olive Frances Vice Chair of Trustees		25 / 05 / 2025

Title	ALCOHOL AND SUBSTANCE MISUSE POLICY AND PROCEDURE
File name	ALCOHOL AND SUBST...AND PROCEDURE.pdf
Document ID	731d1491d09f2b62b225339b4bf1497e5bba829c
Audit trail date format	DD / MM / YYYY
Status	● Signed

Document history



SENT

19 / 05 / 2025

13:19:18 UTC+2

Sent for signature to Olive Francis (olivehfrancis@icloud.com) and Kate O'Sullivan (kate@ggca.org.uk) from joanne@ggca.org.uk
IP: 176.26.190.13



VIEWED

25 / 05 / 2025

11:05:18 UTC+2

Viewed by Olive Francis (olivehfrancis@icloud.com)
IP: 86.154.90.37



SIGNED

25 / 05 / 2025

11:05:32 UTC+2

Signed by Olive Francis (olivehfrancis@icloud.com)
IP: 86.154.90.37



VIEWED

19 / 06 / 2025

09:28:36 UTC+2

Viewed by Kate O'Sullivan (kate@ggca.org.uk)
IP: 176.26.190.13



SIGNED

19 / 06 / 2025

09:28:47 UTC+2

Signed by Kate O'Sullivan (kate@ggca.org.uk)
IP: 176.26.190.13



COMPLETED

19 / 06 / 2025

09:28:47 UTC+2

The document has been completed.