



SUBSTANCE USE AND MISUSE POLICY

Aim

Everyone working in or for our centre has a responsibility to keep children safe by:

- Providing and maintaining a safe learning environment for children to develop and thrive
- Identifying children who are suffering or likely to suffer significant harm, and taking appropriate action to address them, in partnership with other organisations with the aim of keeping the child safe at home and at the centre.

Brilliant Minds is committed to Safeguarding and Promoting the Health, Safety and Welfare of all of its pupils. Each pupil's welfare is of paramount importance. Due to the strong ethos which runs throughout our centre we anticipate that any instances of such use would be very limited. However, this policy applies to parents, staff, or any visitors that may be on our premises and reflects our strong stance on this matter should any incidents occur.

Anybody involved in the care of our children must be capable of taking responsibility for them, any abuse of alcohol or drugs, prescription or non-prescription, will not be tolerated, and any person who appears to have misused any substance will be required to leave the premises. We comply with Health and Safety Regulations and the Welfare Requirements in making our setting a no-smoking environment - both indoor and outdoor.

Smoking

Smoking is not permitted anywhere on the premises. This rule applies equally to staff, students, volunteers, children, parents/carers or any other visitors. If a child is found in possession of cigarettes on the premises, they will be confiscated and their parent/carer will be informed at the end of the session.

All staff, parents and volunteers are made aware of our no-smoking policy.

We display no-smoking signs.

Staff who smoke do not do so during working hours. Unless on a break and off the premises.

Staff who smoke during their break would be expected to make every effort to reduce the effect of the odour and lingering effects of passive smoking for children and colleagues.

Alcohol/drugs

Alcohol will not be consumed on the premises.

Any prescribed or non-prescribed drugs (such as paracetamol) required by staff, must be kept well out of reach of the children at all times. Staff must inform the manager or deputy, if they are taking medication that may affect their ability to function effectively at work.



Prescribed drugs, including inhalers, required by the children, should be clearly labelled and only administered by staff with written instructions and permission from the parent/carer. These medicines will be stored appropriately and out of reach of the children at all times.

Any abuse of drugs, alcohol or solvents will not be tolerated. If illegal drugs are found in possession, serious disciplinary action will follow.

If a member of staff, student or volunteer arrive at under the influence of alcohol or non-prescribed drugs and in the opinion of the manager or deputy is unfit for work s/he will be asked to leave the premises immediately. The person will be considered unfit for work and the missed session will be recorded as sick leave. Before returning to work there will be a meeting involving the manager, deputy and the person concerned. The purpose of the meeting will be to discuss the events leading up to the incident, determining any additional support necessary and consequently following the appropriate disciplinary procedures. The staff can be advised that the Kirklees LADO (Local Authority Designated Officer) will be informed.

If any parent/carer arrives to pick up a child who appears to be under the influence of alcohol or drugs, staff will not release the child in to their care. In this event, we will follow our non-collection procedures to ascertain if a responsible adult can be contacted to collect the child.

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

There is to be no alarm caused to the children and at no time should the unfit person be responsible for any child.