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| Policy/Procedure Title | APN001 Alcohol and Drugs Policy | |
| Review Cycle (*Delete as appropriate) | Biennial | |
| Responsible Department | Science & Public Sector Services – Applewood Nursery | |
| Procedure *Owner (*Overall responsibility) | Head of Faculty – Science & Public Sector Services | |
| Responsible *Person (if different to above) *responsibility for communicating changes and staff training where appropriate | Nursery Manager | |
| Types of provision this procedure applies to: (delete as appropriate) | Support Department | |
| Revision Record | | |
| Rev. No. | Date of Issue | Details and purpose of Revision: |
| 0 | September 2020 | |
| 1 | February 2026 | Update required. |
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Equality Impact Assessment

Whenever a policy is reviewed or changed, its impact assessment also must be updated. The Equality Act 2010 seeks to simplify discrimination law and introduced statutory duties to promote equality whereby The College of West Anglia must, in the exercise of its functions, pay due regard to the need to promote equality in relation to the protected characteristics.

Could any staff or students be adversely impacted by this policy/process? If yes give details and how this will be mitigated:

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|--------------|-------------------------------|
| Date: | Action and Monitoring: |
| 20.2.26 | Review of policy / update |
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E, D & I Statement

This procedure has been reviewed in line with the Equality Act 2010 which recognises the following categories of individual as Protected Characteristics: Age, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender), Sexual Orientation and Disability. We will continue to monitor this procedure to ensure that it allows equal access and does not discriminate against any individual or group of people.

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1 Purpose

Applewood Nursery aims to protect the physical, psychological and emotional well-being of all children using the Nursery, their families, and staff. We aim to provide a clear message to all parents/carers, staff, volunteers and visitors using the Nursery about our policies on smoking, illegal drugs and alcohol. To provide appropriate support to any child thought to be at risk. To follow the law around smoking, illegal drugs and alcohol.

2 Scope

Applewood Nursery staff, students and children.

3 Definitions

A drug is defined as, 'a substance that people take to change the way they feel, think or behave' (United Nations Office on Drugs and Crime). This policy will encompass all drugs under this definition:

- Alcohol
- Tobacco, vaping
- Illegal substances e.g. marijuana
- Other legal drugs e.g., caffeine
- Volatile substances e.g., aerosols, butane, petrol

4 Actions and Responsibilities

Illegal drugs are forbidden anywhere in the Nursery (grounds and building). This applies to all children and families using the facilities, all staff and student/placement volunteers. It also applies to all parents/carers, staff and volunteers taking part in off-site activities organised by the Nursery. Alcohol should not be consumed on the Nursery premises at any time.

Staff members, parents and carers should not bring alcohol for consumption onto the premises at any time. Any staff member who appears to be under the influence of alcohol or illegal drugs, will be asked to leave the premises immediately. Where necessary disciplinary procedures will begin. If there are serious concerns about a staff member's use of drugs or alcohol outside of their working hours, we will review the impact in line with the Nursery's Safeguarding and Child Protection Policy.

Practitioners taking medication which they believe may affect their ability to care for the children within the setting should seek medical advice. Staff members should only resume their normal duties when they have been advised that the medication will not impede their ability to fulfil their role.

Use or supply of illegal drugs or solvents on the premises will be treated with the utmost seriousness. Where illegal substances are discovered, we will inform the Police. No staff member should attempt to analyse or taste an unidentified substance.

Young children should never be in possession of alcohol, tobacco, matches, lighters, sniffable products or any illegal drug at any time. If any child is found in possession of an illegal drug or solvent, it will be confiscated by the Nursery staff in the presence of a witness and put in a locked drawer/cupboard in the Nursery Manager's office. We will follow our Safeguarding and Child Protection Policy.

If any child is thought to be 'under the influence' medical help will be sought at once and first aid given if required. We will inform social services and the parents.

Where parents/carers appear to be under the influence of alcohol or drugs that will impair their ability to care for their child(ren), we will do our best to persuade the parent/carer to keep their child(ren) on the premises (if suitable care is available) or to find an alternative appropriate adult to come and escort them home and provide care. Children will not be allowed to leave with a parent or carer who is deemed under the use of drugs or alcohol. We will do our utmost to contact other carers (Parent or Guardians) from the

child's record forms. If this is unsuccessful, we will follow our Safeguarding and Child Protection Policy and call the Police on 999.

5 Associate Documents

Safeguarding and Child Protection Policy