

The Oaks Nursery Substance Abuse Statement

Oaks Nursery is managed by Kent Union. Any identified alcohol and/or drug misuse by a member of staff will invoke procedures outlined in the Union's Health and Safety policy and disciplinary procedures.

The nursery will take the following steps to ensure the safety and well being of all children and adults whilst on the premises.

Volunteers and Students

If it is decided that a student or volunteer is unfit for work then;

- A student on work experience placement will be asked to remain in the office while their school and parent's are contacted to collect them. Placement will be terminated immediately.
- A student studying for an approved qualification will be sent home and the College Tutor invited in for a meeting to decide whether the individual is fit to continue with the placement.
- A volunteer will be escorted from the building and Kent Union Volunteer Placement Disciplinary procedures will be followed.

Parents or adult delivering/ collecting children

- If a member of staff suspects that an individual may be under the influence of alcohol or drugs when delivering their child to the nursery, they will report their suspicions to their supervisor. A confidential note will be kept on file and the child's key person will be alerted.
- If a member of staff suspects that an individual may be under the influence of alcohol or drugs when collecting a child, staff will immediately report this to their supervisor or Manager, who will then approach the person directly.
- If it is in the child's best interests to remain in the nursery the Manager will arrange for an alternative contact person to collect the child. In the unlikely situation that a responsible person is unable to collect then the Manager will start Safeguarding Children proceeding as outlined in the nursery Safeguarding Children Policy.
- Should any member of staff feel compromised or threatened they are to inform the Manager or person in charge who will contact Campus Watch Security for assistance on x3333.
- In extreme cases the Manager, Deputy or Supervisor may ask the individual to leave the premises, or make the decision to remove themselves and the children to another part of the nursery, or a place of safety.

University Staff

- Occasionally University staff may be working in the building or grounds of the nursery. If it is suspected that an individual may be under the influence of alcohol or drugs whilst on the premises, staff have a duty to report any concerns immediately to the Room Supervisor or Nursery Manager.
- The Nursery Manager or Deputy will approach the individual to discuss concerns. Depending on the outcome the person may be asked to leave the premises and their line manager informed.

Adopted on (date): August 2009

Signed on behalf of The oaks Day Nursery:

Name: Chris Comper

Job title: Nursery Manager