

# Drug & Alcohol Policy & Procedure

**For the purpose of this policy substance abuse is defined as:**

*“The consumption or use of alcohol, solvent or drug, whether prescribed or not, which when taken into the body, adversely affects an employee’s work performance, conduct, attendance or normal social behaviour at work”.*

**Drug abuse is defined as:**

*“Either taking a prescribed medication in excessive doses or the use of an illegal substance”.*

## **Policy**

Staff must not drink alcohol or take drugs while on duty, on breaks or immediately before, working with the children at the club to ensure they present no health and safety risk to themselves or others.

## **Procedure**

1. Any member of staff who is found in possession of or to have used an illegal drug or consumed alcohol whilst at work will be guilty of gross misconduct.
2. Possession of or dealing in an illegal substance will be reported immediately to the police.
3. Staff taking prescribed drugs that may affect their ability to work or have side effects must discuss this with the manager at the first opportunity.
4. If a member of staff suspects a parent or carer is under the influence of drugs or alcohol and feel the child’s welfare is at risk the child protection procedures must be followed.

Whilst every effort has been made to ensure the accuracy of the information provided, The Out of School Development Team cannot accept responsibility or liability for any errors which may have occurred. This policy has been created as an **example only**. Providers must write their own policy specific to their setting.

**Reviewed: 12.04.11**