



## Alcohol and Substance Abuse Policy

<b>Enquiries to:</b>	Centre Manager, Chairperson, Board of Trustees
<b>Applies to:</b>	All Teachers and parents, caregiver's emergency contacts
<b>Date Developed:</b>	June 2021
<b>Review Date:</b>	March 2023
<b>Date Approved:</b>	June 2024
<b>Next Review Date:</b>	March 2026

References; MOE ECE Regulations 2008, Licensing Criteria HS33, Complaint's procedure, Disciplinary and dismissal policy/procedures, The Health and Safety at work Act 2016,

**Under no circumstances are substances or alcohol to be consumed on the premises during the hours of operation.**

### Rationale

The centre has a zero tolerance for the use of drugs at any time. Where there is evidence of this the matter will be reported to the Teaching Council for investigation. We have policies in place to ensure that **no** staff member is under the influence of drugs or alcohol whilst working in the Centre.

No person on the premises uses, or is under the influence of, alcohol or any other substance that has a detrimental effect on their functioning or behaviour during the service's hours of operation.

**The criterion aims to uphold the safety and wellbeing of children.**

To ensure the health and safety of all staff, children and parents/whānau.

Alcohol and substance abuse is hazardous to all staff that is in contact with someone under the influence. The place of work is designated as an alcohol and substance abuse free zone.

### Procedure:

All staff members have a duty to report to the Manager immediately, where they have reason to suspect a staff member or any other, adult, (including parents/whānau, visitors), that appears to be under the influence of or who is currently using and is affected by:

- alcohol or
- any other drugs or substance that has a detrimental effect on the person's responsibilities or behaviour

In the event that a staff member suspects the manager or head teacher to be under the influence, the chairperson must be contacted and informed.

If any parent or visitor arrives to pick up their child whilst suspected to be under the influence of drugs or alcohol, staff will use their discretion to decide whether the child is safe to be driven by the parent. Staff can offer to call another family member to pick up the child if they see fit. Where drivers are non cooperative, staff should call the police.

Where the Manager or person responsible, has reason to believe that a 'substance abuser' is attempting to come onto, or is present on the premises. The Manager will advise that person that their presence is unlawful and they are to leave immediately. If they are uncooperative call the Police – 111.

Choosing to disregard this policy could result in disciplinary procedures, or appropriate legal action.

In the event that the Manager and or “person responsible”, suspects that a person is affected by drugs or any other substance they should take reasonable steps to determine if that person’s behaviour, as a result, it is detrimentally affected, before enforcing further action.

Board of Trustees consulted	Yes/No	Kaiako consulted	Yes/No
Parents consulted	Yes/No		
Approved by _____	Designation _____		Date _____