



ELHAP Alcohol and Drug Policy

ELHAP (A Special Needs Adventure Playground) are committed to promoting the health and well-being of children and their families. We do not condone the misuse of drugs, including alcohol, or smoking. The use of alcohol, illegal drugs or tobacco is forbidden within the grounds of ELHAP (A Special Needs Adventure Playground) and the immediate encompassing areas (including the building, driveway and grounds).

This policy is informed by the following legislation:

- *UN Convention on the Rights of the Child*
- *The Children Act 1989*
- *The Children Act 2004*
- *The Medicines Act 1968*
- *The Misuse of Drugs Act 1971*
- *Control of Substances Hazardous to Health Regulations (COSHH)*

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
- Other Legal drugs e.g. caffeine
- Over the counter medicines e.g. paracetamol, cough medicine
- Prescribed medicines
- Volatile substances e.g. aerosols, butane, petrol

This policy aims to include the following aspects:

- To protect the physical, psychological and emotional well-being of all children using ELHAP, their families, and ELHAP staff and volunteers.
- To protect children, parents and staff wherever possible from second-hand smoke.
- To provide a clear message to all parents/carers, staff, volunteers and visitors using ELHAP 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.
- To protect the children from misuse of a controlled drug.

Alcohol

Under the Health and Safety at Work Act 1974, organisations have a legal requirement to provide a safe working environment for all of their employees.

Anyone who arrives at ELHAP clearly under the influence of alcohol will be asked to leave. If they are a member of staff, ELHAP will investigate the matter and may initiate the disciplinary process as a result of which action may be taken. If they are a parent, ELHAP senior staff will judge if the parent is suitable to care for the child. ELHAP may call an emergency contact on the child's registration form to collect them. If a child is thought to be at risk, ELHAP will follow its Safeguarding Children's Policy and the police/children's social services may be called. If anyone arrives at ELHAP in a car under the influence of alcohol the police will be contacted. Staff, service users, parents, carers, visitors, contractors etc. are asked not to bring alcohol on to the ELHAP premises.

Substance misuse

Anyone who arrives at ELHAP under the influence of illegal drugs, or any other substance including medication, that affects their ability to care for children, they will be asked to leave the premises immediately. If they are a member of staff, an investigation will follow which may lead to consideration of disciplinary action. If they are a parent ELHAP will judge if the parent is suitable to care for the child. ELHAP may call the emergency contact on the child's registration form to collect them. If a child is thought to be at risk ELHAP will follow its Safeguarding Children's Policy and the police may be called.

ELHAP will contact the police if anyone (including staff, students, volunteers, contractors and visitors) is suspected of being in possession of illegal drugs or if they are driving or may drive when under the influence of illegal drugs.

If they are a member of ELHAP staff, the ELHAP disciplinary procedures will be followed.

If a member of ELHAP staff is taking prescriptive medication that may affect their ability to work, they must inform the ELHAP Manager as soon as possible to arrange for a risk assessment to take place.

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 ELHAP staff in the presence of a witness and put in a locked drawer/cupboard in the ELHAP office. We will inform social services and the police. Parents/carers will be informed, and a record of the incident will be kept.

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.

A parent/carer wishing to collect a child while under the influence of drugs or alcohol: No staff member will deal with this situation without full support. 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 registration. If this is unsuccessful we will contact social services in line with our Safeguarding Children's Policy.

If there are concerns about the impact of a parent/carer's substance misuse upon the child(ren) outside of ELHAP we will follow our Safeguarding Children's Policy.

Any parent collecting a child from the premises smelling of alcohol, but whom does not appear to be under the influence of alcohol, will be questioned on this aspect, a parent/carer displaying responses of a sound mind and ability will be allowed to take the child. The parent will be informed that a note of concern will be added to their file and continual re-occurrences may result in a referral to the relevant Social Work team should the ELHAP deem the child to be 'at risk'.

Misuse of a controlled drug

Within ELHAP we will only administrate medication prescribed to a child. Please see the ELHAP Medication Policy for the correct the procedure of administration and also the emergency procedure for medication.

Legal and prescribed drugs

Any medicinal drugs belonging to ELHAP staff should be kept in a secure place (e.g. medicine cabinet or locker) away from children's reach.

ELHAP staff will strictly adhere to the ELHAP Medication Policy for medicinal drugs in respect of children and will decline the administration of any medication which does not fit the criteria outlined within the policy.

Please adhere to the ELHAP Complaints Procedure if you have any concerns regarding issues highlighted within this policy.

Safeguarding Children

If a parent or carer is clearly over the alcohol limit, or under the influence of illegal drugs and it is believed the child is at risk we will follow our Safeguarding Children's Policy, contact social services and the police. Staff will do their utmost to prevent a child from travelling in a vehicle driven by them and if necessary if the police will be called.

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

Implemented by the ELHAP Manager on 31st October 2015