



## Alcohol or Drug Misuse Policy

### Introduction

This policy sets out Padbury Pre-schools approach to managing alcohol or drug misuse at work.

We have a duty to take care of the health and safety of all our employees and others affected by our activities including all children attending our setting. It is important for us to ensure that staff behave in an appropriate, professional and responsible manner at work and that alcohol or drug misuse does not create a health and safety risk.

At the same time, we genuinely care about the health and wellbeing of our workforce and are invested in creating an environment where everyone can thrive. We recognise that alcohol or drug dependence is a medical condition. If you disclose, or we suspect, that you have an alcohol or drug problem, we will take a non-judgmental and supportive approach to ensure that you get the help that you need.

The policy does not form part of your contract of employment, and we reserve the right to amend it at any time.

### Scope

This policy applies to anyone working for us. This includes employees, workers, contractors, volunteers, committee members and apprentices.

### What is alcohol or drug misuse?

Alcohol and drug misuse is when an individual drinks alcohol, or takes illegal drugs, medicines, or substances such as solvents, in a way that is harmful.

Early warning signs of alcohol or drug misuse include:

- unexplained or frequent absences;
- a change in behaviour;
- behaving in an aggressive or reckless way;
- unexplained dips in productivity;
- accidents or near misses;
- performance or conduct issues;
- sudden changes of mood; or
- breakdown in relationships with colleagues.

If you notice obvious signs of alcohol or drug misuse in a colleague, you should report your observations and/or suspicions to a member of the management team **Mandy Smith** or **Rachel Bessell** or to a member of the committee **Jill Blakey (Chair)** or **Claire McHenry (Secretary)**.

### **Your conduct at work**

We have a duty to ensure a safe working environment and not to expose you and others affected by our activities to any unnecessary risk.

For this reason, it is strictly prohibited to:

- drink alcohol or take drugs that are likely to render you unfit or unsafe for work during any period that you are working;
- work, or report for work, while under the influence of alcohol or drugs;
- supply others with alcohol or drugs during working hours;
- store alcohol or drugs at the workplace such as in lockers and desk drawers; or
- be over the legal drink-drive alcohol limit if you need to drive for work reasons.

If we suspect that you are unfit or unsafe to undertake your work because you are under the influence of alcohol or drugs, you may be suspended from your duties until the matter is investigated. You will be asked to leave the premises and will not be paid for being off work.

### **Work-related social events**

You may drink alcohol if you are at a work-related social event.

You should remember that you are representing Padbury Pre-school during any work-related social event and you should drink in moderation. The provision of free alcoholic drinks by Padbury Pre-school at any time is not an excuse to drink excessively.

You should always take steps to ensure that you are well within the legal drink-drive alcohol limit if you are going to be driving home after an event or in the morning after an event.

### **Illegal drugs**

If you are found in possession of illegal drugs during your working hours, or at a work-related event, we will have no option but to report the matter to the police.

### **Side effects from prescribed medication**

If you are prescribed any medication that has an effect on your ability to carry out your work safely, you must inform Mandy Smith, manager and/or Rachel Bessell, deputy.

### **Breach of policy**

Any breach of this policy will be treated as a disciplinary offence, although we will always consider the circumstances of any case, including whether you are receiving support for a drug or alcohol-related problem, before deciding on the appropriate penalty.

### **Requesting support**

We recognise that alcohol or drug dependence is a medical condition that can cause mental, physical and social deterioration.

If you think that you may have an alcohol or drug problem, we urge you to speak to a member of the management team (Mandy or Rachel) or Jill Blakey or Claire McHenry in their capacity as committee members as soon as possible and be as open as possible so that they can help you get the help you need.

We understand that asking for help can be difficult, but any health-related information disclosed by you during discussions with the management team or Jill Blakey or Claire McHenry, on behalf of the committee will be treated sensitively, in confidence and in a non-judgmental way.

### **Occupational health**

If we suspect that you have an alcohol or drug problem, we may refer you to occupational health so that they can advise on the type of support that may be appropriate. Occupational health may also signpost you to external sources of help and advice.

### **External sources of help**

There are various organisations that provide help and support relating to alcohol or drug dependence, including:

- Alcohol Change, which is a national charity working to help reduce problems caused by alcohol;
- Drinkaware, which is an independent charity, which works with others to help reduce alcohol-related harm by helping people make better choices about their drinking;
- Drinkline, which is a free confidential helpline for people who are concerned about their drinking;
- FRANK (Talk to Frank), which offers confidential help and advice on drugs; and
- The Health and Safety Executive (HSE), which has produced guidance on managing drug or and alcohol abuse at work and signposts the help and support available to those affected.

### **Data protection**

We will process any personal data collected in accordance with our data protection policy. Data collected from the point at which we become aware of the issue is held securely and accessed by, and disclosed to, individuals only for the purposes of providing the necessary support.

This policy was adopted at a meeting of Padbury Pre-school

Held on 7<sup>th</sup> October 2025

Date to be reviewed October 2028

Signed on behalf of the committee C.A. McHenry

Name of signatory Mrs Claire McHenry

Role of signatory Pre-School Secretary