

## Alcohol and Substance Misuse Policy

### Statement of intent

YMCA Brunel Group is committed to ensuring all children are safe while in our care. Alcohol or any other substance use that may affect this care is not acceptable in our childcare settings or in their lives.

### Staff, Students and Volunteers

When working directly with children, our staff, students and volunteers must not be under the influence of alcohol or any other substance that may affect their ability to care for the children and put themselves and other colleagues at risk. If taking medication, staff should take medical advice as to whether this affects their on-going suitability to work with children. If that advice is that the medication is likely to impair their ability to work or look after children; senior managers, nursery or preschool managers must be notified immediately so that arrangements can be made to consider suitability and employment action. All medication being taken should be declared on a staff Fit for Purpose form or to the manager at the outset.

Any prescribed or non-prescribed medicines, that are on the premises, must be securely stored in the locked medicine cabinet or the manager's office and out of the reach of children at all times.

### Parent / Carers

Should a Parent/Carer arrive at the childcare setting appearing to be under the influence of alcohol or other substances, the manager or person in charge has a duty of care in keeping the child safe by seeking advice and/or taking action. Our safeguarding policy will apply.

### Procedures to follow

- Parent/carers will be asked to wait in the reception, office area or separate room
- Child will stay in their room with a member of staff
- The person in charge will contact the second person on the child's records to collect both the child and the parent/carers. This will be explained to the parent/carers who is under the influence of alcohol or substance.
- This is a safeguarding concern and we will then contact the Multi Agency Safeguarding Hub Team (MASH) Tel: 0300 456 0108 or the out of hours Emergency Duty Team Tel: 0300 456 0100 for further advice.
- Help, advice and support will be offered to the family after the incident.

All other policies relating to YMCA Brunel Group are available for you to read at the childcare setting or on our web site.

**Signed on behalf of YMCA Brunel Group**  
(original signed copy held at registered office)

Mike Fairbeard

**Role of Signatory**

Chief Executive

**Date of Review of Policy**

November 2021

YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.

SUPPORT & ADVICE

ACCOMMODATION

FAMILY WORK

HEALTH & WELLBEING

TRAINING & EDUCATION

