



NORMAN COURT

Norman Court Montessori CIC Alcohol and Substance Abuse

Statutory Guidance

Keeping Children Safe in Education:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf

Statutory Framework for EYFS (2017):

http://www.foundationyears.org.uk/files/2017/03/EYFS_STATUTORY_FRAMEWORK_2017.pdf

Norman Court Montessori CIC is committed to safeguarding Children and providing a safe and responsible environment for all young people who fall under its responsibility. The organisation commits to promoting the health, safety and welfare of its employees and all those affected by its activities. It will take all reasonable steps to eliminate, the risk of injuries or incidents occurring due to individuals suffering from the effects of alcohol or substance abuse. This policy applies to all employees and all persons coming under the responsibility of the organisation.

The organisation prohibits the drinking of alcohol by employees, casual workers, volunteers, clients and any other person falling under the organisations responsibility at any time in the workplace or on company business.

The organisation expressly prohibits the use of any illegal drugs or any prescription drugs that have not been prescribed for the user. It is a criminal offence to be in possession of, use or distribute an illicit substance. If any such incidents take place on company premises, in company vehicles or at a company function, they will be regarded as serious, will be investigated by the organisation, and will lead to disciplinary action and possible reporting to the police.

No employee or other person under the organisation's control shall, in connection with any work-related activity:

- Report, or endeavour to report, for duty having consumed drugs or alcohol likely to render him/her unfit and/or unsafe for work
- Consume or be under the influence of drugs or alcohol while on duty
- Store drugs or alcohol in personal areas such as lockers and desk drawers
- Attempt to sell or give drugs or alcohol to any other employee, client, casual worker or other person on the company premises or in the company time.

Employees must inform their direct Line Manager, Operations Manager or the HR Manager regarding any prescribed medication that may have an effect on their ability to carry out their work safely, and must follow any instructions subsequently given. Drugs that cause drowsiness must not be used while at work. Staff medication on the premises must be reported to the line manager and securely stored, out of reach of children, at all times (See Medication Policy).

Any employee suffering from drug or alcohol dependency should declare such dependency, and the organisation will subsequently provide reasonable assistance, treating absences for treatment and/or rehabilitation as any other sickness absence. (Failure to accept help or continue with treatment will render the employee liable to normal disciplinary procedures.)