


Little Dukes: Alcohol and Drugs Policy

Policy adopted September 2025

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Little Dukes Nursery Schools, 58 Buckingham Gate London SW1E 6AJ



Little Dukes: Alcohol and Drugs policy.

Monitoring and review.

This policy will be continuously monitored, refined and audited by the Little Dukes HR and compliance team as required.

Adopted September 2025

Reviewed by:

- Joanne Allen - Director of Education - Little Dukes
- Nazish Usman - Head of Safeguarding and Compliance - EYFS

Next review due: August 2026

Please note:

This policy applies to all nursery schools within Little Dukes, including:

- Hove Village Day Nurseries
- Hopes and Dreams Montessori Nurseries
- Miss Daisy's Nursery Schools
- Miss Daisy's Nursery School Hyde Park Ltd
- The Kindergartens Nursery Schools
- Reflections Nursery and Forest School
- Riverside Nursery Schools
- Bright Beginnings (Twickenham) Ltd
- Twickenham Park Day Nursery Ltd
- Broomfield House School Ltd
- Pippa Pop-ins Nursery Schools

Any reference to 'Little Dukes' applies to all the nurseries named above.

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Aim

This policy has been written in line with the EYFS Statutory Framework - staff taking medication/other substances (section 3.22) This drugs and alcohol policy is primarily concerned with ensuring:

- the protection of the health and safety of children and our team members
- that staff can correctly perform their responsibilities without being under the influence of substances that might alter their behaviour
- that the children in our nurseries do not come into contact within substances that may be harmful to them and/or illegal

This policy is reflected in our employee handbook and our code of conduct, and all team members are asked to sign a memorandum of agreement to this effect when they join.

Overview

Team members who misuse drugs and alcohol in the workplace threaten their health and safety, their colleagues' safety, the safety of the children in their care and ultimately the success of our business. This policy explains what is and is not acceptable behaviour in the workplace and sets out the principles which we will aim to follow on occasions when a problem arises. However, no policy can cover every eventuality, we reserve the right to vary or amend the policy as and when necessary. Any suspected breach of this policy will be fully investigated and, depending on the nature of the conduct, may result in disciplinary action up to and including summary dismissal in line with our disciplinary policy.

Little Dukes has a duty to protect the health and safety of our team members in the workplace. In addition to this, everyone is responsible for their own health and safety and the safety of others who may be affected by their acts and omissions. Consumption of alcohol and/or drugs may affect someone's ability to properly perform their job and endanger the health and safety of others: it is therefore taken extremely seriously by us.

The use, possession, distribution, purchase, sale or being under the influence of alcohol (except on authorised occasions) or any controlled drugs whilst at work or on our premises is prohibited and will be regarded as an act of gross misconduct that we will escalate to the LADO and police and will entitle us to dismiss without notice.

Key policy points:

- Alcohol or illegal drugs may not be consumed during working hours under any circumstances.
- Team members must not allow the previous consumption of alcohol or drugs to adversely affect their work performance or official conduct.
- Should there be any suspicion that staff members have consumed alcohol or drugs whilst at work, or that they are suffering from the effects of drugs or alcohol at work, or where an accusation is made that these rules may have been broken, they will be suspended immediately as a neutral act pending investigation
- Any instances of the above will result in immediate referral to LADO, and on their advice, investigation which may lead to disciplinary action and reporting to the police.

Prescribed medication or drugs

At times nursery staff may be required to take medicine or drugs to support with recovery from an illness. In such cases:

- Any such medicines or drugs must be disclosed to the Headteacher/DSL.
- Staff members must inform the Head teacher/DSL if there are any likely side effects of the medication that may impact their ability to do their role (e.g. drowsiness or mood changes) and a risk assessment and support plan must be completed.
- Any medicines brought into the nursery by staff must be stored in line with our medicines policy whilst at work. Each of the nursery sites is equipped with a designated locked box into which all prescribed medicines must be stored. This is a significant part of our child safeguarding process and is designed to avoid accidental medication.
- Failure to use the designated locked box may be treated as a disciplinary offence.

Enforcement

Where we have a reasonable suspicion that a team member violates this policy, we reserve the right to require the team member to undergo a drug or alcohol test. While this will only be carried out with the individual's consent.

However, refusal to consent and provide appropriate samples will result in a decision being made and appropriate follow-up actions taken based on reasonable belief, from the

available information. Disciplinary action may be taken whether or not the individual consents to testing.

To ensure compliance with this policy, we reserve the right to conduct a search of any team member and any relevant items of property, for drugs and/or alcohol where we reasonably suspect a team member may be misusing drugs and/or alcohol.

The search may cover the individual's person (including clothing) or items of property (including their personal belongings, lockers, bags, workstation, car, any parcel or container brought onto the nursery premises). This will only be carried out with the team members consent. However, refusal to consent to any search we reasonably request may lead us to draw negative inferences.

Where a team members use of drugs or alcohol in their private life has an actual or potential adverse effect on the performance of their duties, the safety of children, the health and safety of other team members or the best interests of our business, we may still take disciplinary action. This is notwithstanding the fact that the drug and/or alcohol abuse may be outside working hours or not on work premises.

Prevention and Rehabilitation

Staff should recognise that it is their responsibility and in their best interests to seek help at the earliest possible stage in respect of drug and/or alcohol related problems. At an earlier stage, treatment may be easier and can prevent the problem affecting work, health and safety and/or the business. Staff enrolled on a rehabilitation programme will usually be subject to normal sickness/absence rules.

Criminal Offences

Staff should be aware that the Misuse of Drugs Act 1971 makes it a criminal offence for us to knowingly allow the production or supply on its premises of any controlled drugs, and for any individual who allows such activities by his neglect or connivance. We will press for prosecuting, any individual found breaking the law on our premises.

Legislative framework:

- EYFS 2024 (3.22)
- Misuse of Drugs Act 1971