



## **SUBSTANCE OR ALCOHOL ABUSE POLICY**

**Clyde Nursery Ltd.'s Substance or Alcohol Abuse Policy is based on guidance derived from the Scottish Executive's 'Safe and Well' Manual.**

**Clyde Nursery Ltd** is committed to the safe protection of all children in its care and believes in respecting the rights, responsibilities and needs of all children. Where there are concerns about familial drug or alcohol misuse and its impact on a child's welfare and care, staff should follow the guidance recommended in the **Child Protection Policy**.

All staff should be aware and vigilant of adults collecting a child, who may not be in a fit state to care safely for the child as a result of substance misuse. If a member of staff has any concerns the child should not be released to the collecting adult and the matter should be referred to the Nursery Manager.

The Nursery Manager should utilise emergency contact numbers to identify another appropriate responsible adult who can collect the child.

If no alternative responsible adult can be sought, the Nursery Manager, after discussion with the Child Protection Co-ordinator, should contact the Social Work Department and ask them for advice. **On no account should a child be released to a collecting adult who is under the influence of drugs or alcohol.**

**If a member of staff is thought to be under the influence of drink or drugs whilst on duty, they will be asked to leave their place of work with immediate effect, action taken thereafter will be in line with the Company's Disciplinary Policy.**

The appropriate professional advice will always be sought if child abuse and neglect are suspected. Reference will be made to Argyll and Bute Child Protection Interagency Guidance Document and the Scottish Executive's 'Safe and Well' manual.

**Clyde Nursery Ltd.'s Child Protection Co-ordinators are:  
A nominated Team Leader who can be contacted on 01436-821698**

**The local childcare team for Alexandria, Dumbarton, Renton, Balloch,  
Bonhill, Luss & Tarbet is based at:  
4 Church Street, Alexandria, G83 0NP  
Tel: 0141-5628888**

**The local childcare team for Helensburgh and Cardross is based at:  
29 Lomond Street, Helensburgh, G84 7PW  
Tel: 01546-605517**

**Out of Hours Support is available from:  
Glasgow & Partners Social Work Department  
Tel: 0300-343-1505**

**A copy of this policy is available to view in the Policy Folders held in the  
Nursery Office, Reception Area, Nursery Playrooms.**

**Reviewed: August 2020  
Date of Next Review: August 2021**