



## Substance Misuse Policy and Procedure

This policy applies to all who are involved in any way with Auchinairn EYC. It is recognised that an alcohol, drug or other substance misuse problem may be an illness which requires treatment in the same way as any other illness. The care of the children is paramount and great importance is placed on early identification and treatment. The health and safety of all mis-users, service users, colleagues and visitors to the EYC may be put at risk if the problem is untreated. It is **IMPORTANT** that staff socialising with other Auchinairn EYC staff do not partake in substance misuse activities as they are employees of East Dunbartonshire Council and therefore have a duty of care to the council.

### **Procedures**

In the event of a member of staff arriving at work showing signs of alcohol, drug or other substance misuse:

- The staff member will be spoken to in an appropriate manner and will not be allowed to have any contact with the children
- The Head of Centre will encourage the member of staff to attend a doctor for medical advice, counselling etc.
- The Head of Centre will inform the line manager and Head of Education

In the event of the Head of Centre/Depute Head of Centre being under the influence of alcohol, drugs or other substance misuse:

- The Head of Centre will be spoken to in an appropriate manner and will not be allowed to have any contact with the children
- A member of staff will inform the line manager and Head of Education

In the event of a parent/carer collecting a child while under the influence of alcohol, drug or other substance misuse:

- It will be explained that it is Auchinairn EYC's policy that staff are unable to hand a child over to any person who is deemed to be "unfit"
- If the person involved is the parent, the emergency contact will be called
- If the person involved is a carer, the parent will be contacted
- If required, further advice will be sought from East Dunbartonshire Advice and Response Team (0141 777 3000) or if thought necessary the police (Kirkintilloch Office 0141 532 4400)

Signs of drug and other substance misuse are not always obvious and may be confused with other conditions or problems. If any of the following signs are noted, then the possibility of drug and other substance misuse should be borne in mind:

- Sudden change in behaviour pattern
- Tendency to become confused
- Irritability

- Abnormal fluctuations in mood and energy
- Impairment of job performance
- Poor time-keeping
- Increase in short-term sickness absence
- Deterioration in relationships with other people

Quality Improvements and Standard QI 5.1 5.2

HGIOELCC 1.1 1.2 1.3 1.4

Realising the Ambition: 3.2, 3.4 & 3.5

This policy was reviewed and updated following consultation with staff/parents/carers

Signed: J.Brady

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