

	<p>Policy Category: HEALTH AND SAFETY</p>
	<p>Policy Name: Centre Exclusion - Substances Policy</p>

Purpose

The purpose of this operational policy is to keep children and adults safe ensuring staff can meet the responsibilities of their role without impairment as a result of alcohol or other drugs (prescription or otherwise). The policy also aligns with the Ministry of Education's ECE Licensing Criterion **HS33**.

Position Statement

As children's safety and others at the centre is paramount it is important that we, at the centre, are able to exclude staff, volunteers, parents, and visitors whose behaviour is detrimentally affected by alcohol and/or other drugs who may put children, staff and others' safety at the centre at risk.

No person on the premises uses, or is under the influence of, alcohol or any other substance that has a detrimental effect on their functioning or behaviour during the centre's hours of operation.

Issue Outline

Adults can sometimes, either by accident or intent, come under the influence of alcohol or other drugs. When this occurs, behaviour can change, and normal health status can be adversely affected.

Children can sometimes come under the influence of alcohol or other drugs by accident or because of the actions of others. When this occurs, the effect on a child can be both serious and long-lasting.

Detail

General:

- Children's safety and wellbeing is to be protected at all times.
- Children have a right to be protected from the harmful effects of alcohol and other drugs or from those under the influence of these substances.
- Children believed to be under the influence of alcohol or other drugs arriving at the centre will be treated as if seriously ill and urgent medical attention will be sought. The incident will also be treated as a potential child endangerment issue and the Child Protection Policy will

be referred to. Parents will be advised, and other appropriate agencies may also be informed (Oranga Tamariki, Police, etc). If a referral to an external agency is made and accepted, we are obliged to also inform the Ministry of Education (HS34).

- Staff under the influence of alcohol or other drugs - either at or within proximity of the centre or elsewhere wearing a centre uniform - are in breach of our Centre's Alcohol and Drugs Policy and will be subject to disciplinary proceedings. The matter will be treated as an employment issue and the appropriate employment processes will be initiated. This includes, but is not limited to, staff that may still be under the influence of alcohol or other drugs from the previous day, and includes staff who may be prescribed medication for a health issue by a registered medical practitioner, but where that medication impairs their judgement or otherwise impacts on their ability to perform their job.
- Other adults (including parents) visiting the centre who are believed to be under the influence of alcohol and/or other drugs will be asked to leave the premises. Children will not be released into the care of an adult believed to be under the influence of alcohol or other drugs. Other agencies may be involved by centre management in order to take steps to protect children or other adults at the centre.

Alignment with Other Policies

This policy aligns with the

- Child Protection Policy
- Centre Disciplinary Policy
- Alcohol and Drugs Policy

Relevant Background (including legislation/regulation references)

Licensing Criteria 2008, Health and Safety, Child Protection:

- **HS33:** No person on the premises uses, or is under the influence of, alcohol or any other substance that has a detrimental effect on their functioning or behaviour during the service's hours of operation.

Impacts of Policy on Staff, Parents, Children

Following these procedures will ensure that the environment is safe for children and adults (staff, parents and other visitors) at the centre.

Alignment with the Centre Philosophy

This policy ensures a safe environment, a crucial part of creating and maintaining the well-being of children in our care.

Implications and/or Risks

- Harm being caused to adults or children at the centre

- Children’s safety at the centre being compromised
- Drunk, disorderly, abusive or ‘out-of-control’ persons coming onto the premises affecting the people and the operation of this service.

Implementation

Clear procedures have been developed and staff trained to follow them.

Review

Review annually or when there is a significant change in the area of the policy topic.

Authorised by licensed service:	Greendale Kids Preschool Greendale Kids Nursery
Date:	24 April 2025
Review Date:	April 2026
Parents informed:	April 2025