Staff & conduct

Alcohol, drugs and adult medication

Fitness to work, safe storage and action when an adult cannot supervise safely.

Draft for centre review | Prepared 16 November 2026

Operational review required

This is a centre-specific draft. It must be reviewed, completed and approved before adoption. It does not confirm staff appointments, registration or arrangements that have not been supplied.

Fitness to care

No staff member or volunteer may care for children while impaired by alcohol, illegal drugs or medication that affects safe supervision. They must not arrive impaired or use these substances while responsible for children.

Staff taking medication that may affect their work must tell the manager and seek appropriate medical advice about fitness to carry out their duties. Personal medical information is handled confidentially.

If a concern arises

Remove the adult from responsibility for children, maintain suitable staffing cover and follow the safeguarding and staff-conduct procedures. If safe cover cannot be maintained, the manager will arrange safe collection or suspend the session.

Store adults' medication, alcohol and other hazardous substances securely away from children. Inform families of any material change to care arrangements without disclosing unnecessary private information.

Centre review before adoption

Confirm the staff reporting route, cover arrangements and secure storage.