

Drug and Alcohol – Procedure PO101

1. PURPOSE

Children experience an environment where their health is promoted; their emotional well-being is nurtured; they are kept safe from harm (Te Whāriki).

2. STAFF MEMBERS

Staff members are not permitted to drink or be under the influence of alcohol or illicit substances during their contracted hours of work.

If it is suspected that any staff member is under the influence or suffering (i.e. hangover) from the influence of alcohol or illicit substances disciplinary action will be taken as per the NZEI disciplinary procedure (outlined in the NZEI ECECA Collective Employment Contract).

3. PARENTS/WHĀNAU/CAREGIVERS/VISITORS

Ōtātara Children's Centre reserves the right to refuse entry to any adult who is suspected to be under the influence of alcohol or any illicit substance.

4. PROCEDURE

If an adult arrives to pick up any child/ren from the Centre suspected of being under the influence of alcohol or any illicit substance the following procedure will be followed:

- Adult will be approached in a calm, non-threatening manner.
- The situation will be assessed through conversation and questioning.
- Substance Abuse Policy will be explained - assuring the adult that the focus is on child protection.
- Alternative means of transport will be offered e.g. taxi, family friend, etc.
- If alternatives are not accepted and it is apparent that the adult is determined to drive the child/ren while intoxicated the educator will explain the last alternative:
 - * Choose alternative transport or the police will be called
 - * Number plate taken
 - * Dial 111
 - * Dial 777 for EIT Security
- **Any decision made by a teacher or staff member who is following this protocol will have the full support of Management.**

Document information – Office use only	
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