ALCOHOL AND SUBSTANCE MISUSE POLICY

At Wibli Wobli Nursery we are committed to providing a safe environment that helps to ensure the welfare of the children in our care. This includes making sure that children are not exposed to adults who may be under the influence of alcohol or other substances that may affect their ability to care for children.

Alcohol

Under the Health and Safety at Work Act 1974, companies have a legal requirement to provide a safe working environment for all of their employees.

Anyone who arrives at the nursery clearly under the influence of alcohol will be asked to leave. If they are a member of staff, the nursery will investigate the matter and will initiate the disciplinary process as a result of which action may be taken, including dismissal. Staff can still be under the influence of alcohol the day after the night before and staff should be aware of this to ensure this is not the case when starting work.

If they are a parent the nursery will judge if the parent is suitable to care for the child. The nursery may call the second contact on the child's registration form to collect them. If a child is thought to be at risk the nursery will follow the child protection procedure and the police/children's social services may be called.

If anyone arrives at the nursery in a car under the influence of alcohol the police will be contacted.

Staff, students, parents, carers, visitors, contractors etc. are asked not to bring alcohol on to the nursery premises.

Substance misuse

Anyone who arrives at the nursery under the influence of illegal drugs, or any other substance including medication, that affects their ability to care for children, they will be asked to leave the premises immediately. If they are a member of staff, an investigation will follow which may to lead to consideration of disciplinary action, as a result of which dismissal could follow. If they are a parent the nursery will judge if the parent is suitable to care for the child. The nursery may call the second contact on the child's registration form to collect them. If a child is thought to be at risk the nursery will follow the child protection procedure and the police may be called.

The nursery will contact the police if anyone (including staff, students, volunteers, contractors and visitors) is suspected of being in possession of illegal drugs or if they are driving or may drive when under the influence of illegal drugs. If they are a member of staff serious disciplinary procedures will be followed.

If a member of staff is taking prescriptive medication that may affect their ability to work, they must inform the nursery manager as soon as possible to arrange for a risk assessment to take place.

Safeguarding/child protection
If a parent or carer is clearly over the alcohol limit, or under the influence of illegal drugs and it is believed the child is at risk we will follow our child protection procedures, contact social services and the police. Staff will do their utmost to prevent a child from travelling in a vehicle driven by them and if necessary if the police will be called.

Where an illegal act is suspected to have taken place, the police will be called.

Testing
The Company reserves the right to undertake random or for-cause alcohol and drug testing in order to fulfil this policy.

Alcohol and Drug Abuse
Alcohol and Drug misuse can have a detrimental effect upon health. It can also adversely affect work performance and relationships with colleagues, the children attending the nursery, and their parents and carers.

It is the Company's policy to:

- Promote a responsible attitude to the consumption of alcohol
- Offer assistance to those members if staff who require it
- Treat alcohol and drug misuse as a health problem and encourage members of staff to seek professional help

The Company will treat any absence due to alcohol and drug misuse in the same way as other health problems, as long as members of staff seek and obtain professional medical help and maintain the course of treatment that has been advised.

The Company will treat all disclosures in the strictest confidence.

If inadequate work performance, absenteeism or unacceptable behaviour, including poor working relationships, occur or persist, then the Company may deal with the issue under the Disciplinary or Capability Policy. If a member of staff is undergoing medical treatment or assistance with the drink or drug misuse problem, then this may be taken into consideration, depending on the severity of the misconduct or incapability problem.

If a member of staff fails to complete a prescribed course of treatment, or has a relapse following treatment, then this may be dealt with under the Company's Disciplinary Policy.

If a member of staff attends work under the influence of alcohol or illegal drugs, they will be subject to the Disciplinary Policy and will normally be dismissed for gross misconduct.

This policy was adopted on	Signed on behalf of the nursery	Date for review

1/4/2026	*N. Baker*	*April 2027*

POLISI CAMDDEFNYDDIO ALCOHOL A SYLWEDDAU

Ym Meithrinfa Wibli Wobli rydym wedi ymrwymo i ddarparu amgylchedd diogel sy'n helpu i sicrhau lles y plant sydd yn ein gofal. Mae hyn yn cynnwys sicrhau nad yw plant yn agored i oedolion a allai fod dan ddylanwad alcohol neu sylweddau eraill a allai effeithio ar eu gallu i ofalu am blant.

Alcohol

O dan Ddeddf Iechyd a Diogelwch yn y Gwaith 1974, mae gan gwmnïau ofyniad cyfreithiol i ddarparu amgylchedd gwaith diogel i'w holl weithwyr.

Byddwn yn gofyn i unrhyw un sy'n cyrraedd y feithrinfa yn amlwg o dan ddylanwad alcohol adael. Os ydynt yn aelod o staff, bydd y feithrinfa yn ymchwilio i'r mater a gan gychwyn y broses ddisgyblu ac o ganlyniad mae’n bosib y bydd camau gweithredu yn cael eu cymryd, gan gynnwys diswyddo. Gall staff fod dan ddylanwad alcohol y diwrnod wedyn ar ôl y noson gynt, a dylai staff fod yn ymwybodol o hyn i sicrhau nad yw hyn yn digwydd.

Os ydynt yn rhiant, bydd y feithrinfa'n ystyried a yw'r rhiant yn addas i ofalu am y plentyn. Gall y feithrinfa ffonio'r ail gyswllt ar ffurflen gofrestru'r plentyn i'w casglu. Os credir bod plentyn mewn perygl bydd y feithrinfa yn dilyn y weithdrefn amddiffyn plant a gellir galw’r heddlu / gwasanaethau cymdeithasol plant.

Os bydd unrhyw un yn cyrraedd y feithrinfa mewn car dan ddylanwad alcohol byddwn yn cysylltu â’r heddlu.

Gofynnir i staff, myfyrwyr, rhieni, gofalwyr, ymwelwyr, contractwyr ac ati beidio â dod ag alcohol i safle'r feithrinfa.

Camddefnyddio sylweddau

Gofynnir i unrhyw un sy'n cyrraedd y feithrinfa dan ddylanwad cyffuriau anghyfreithlon, neu unrhyw sylwedd arall gan gynnwys meddyginiaeth, sy'n effeithio ar eu gallu i ofalu am blant, adael yr adeilad ar unwaith. Os ydynt yn aelod o staff, bydd ymchwiliad yn dilyn a allai arwain at ystyried camau disgyblu, a allai arwain at ddiswyddo. Os ydynt yn rhiant, bydd y feithrinfa'n ystyried a yw'r rhiant yn addas i ofalu am y plentyn. Gall y feithrinfa ffonio'r ail gyswllt ar ffurflen gofrestru'r plentyn i'w casglu. Os credir bod plentyn mewn perygl bydd y feithrinfa yn dilyn y drefn amddiffyn plant a gellir galw'r heddlu.

Bydd y feithrinfa'n cysylltu â'r heddlu os amheuir bod unrhyw un (gan gynnwys staff, myfyrwyr, gwirfoddolwyr, contractwyr ac ymwelwyr) yn meddu ar gyffuriau anghyfreithlon neu os ydynt yn gyrru neu'n gyrru pan fyddant dan ddylanwad cyffuriau anghyfreithlon. Os ydynt yn aelod o staff dilynir gweithdrefnau disgyblu difrifol.

Os yw aelod o staff yn cymryd meddyginiaeth a roddwyd iddynt gan feddyg, a allai effeithio ar ei allu i weithio, rhaid iddo roi gwybod i reolwr y feithrinfa cyn gynted â phosibl i drefnu bod asesiad risg yn cael ei gynnal.

Diogelu / amddiffyn plant
Os yw rhiant neu ofalwr yn amlwg dros y terfyn alcohol, neu o dan ddylanwad cyffuriau anghyfreithlon a chredir bod y plentyn mewn perygl byddwn yn dilyn ein gweithdrefnau amddiffyn plant, cysylltu â'r gwasanaethau cymdeithasol a'r heddlu.
Bydd staff yn gwneud eu gorau glas i atal plentyn rhag teithio mewn cerbyd sy'n cael ei yrru ganddo ac os bydd angen, bydd yr heddlu'n cael ei alw.

Pan amheuir bod gweithred anghyfreithlon wedi digwydd, gelwir yr heddlu.

Profi
Mae'r Cwmni'n cadw'r hawl i gynnal profion alcohol a chyffuriau ar hap neu ar sail achos er mwyn cyflawni'r polisi hwn.

Camddefnyddio Alcohol a Chyffuriau
Gall camddefnyddio alcohol a chyffuriau gael effaith andwyol ar iechyd. Gall hefyd effeithio'n andwyol ar berfformiad gwaith a pherthynas â chydweithwyr, y plant sy'n mynychu'r feithrinfa, a'u rhieni a'u gofalwyr.

Polisi'r Cwmni yw:

- Hyrwyddo agwedd gyfrifol at yfed alcohol
- Cynnig cymorth i'r aelodau hynny os yw staff ei angen
- Trin camddefnyddio alcohol a chyffuriau fel problem iechyd ac annog aelodau o staff i geisio cymorth proffesiynol

Bydd y Cwmni yn trin unrhyw absenoldeb o ganlyniad i gamddefnyddio alcohol a chyffuriau yn yr un modd â phroblemau iechyd eraill, cyn belled â bod aelodau o staff yn ceisio a chael cymorth meddygol proffesiynol ac yn cynnal y cwrs o driniaeth a gynghorwyd.

Bydd y Cwmni yn trin pob datgeliad yn gwbl gyfrinachol.

Os bydd perfformiad gwaith annigonol, absenoldeb neu ymddygiad annerbyniol, gan gynnwys perthnasoedd gwaith gwael, yn digwydd neu'n parhau, yna gall y Cwmni ymdrin â'r mater dan y Polisi Disgyblu neu Gallu. Os yw aelod o staff yn cael triniaeth feddygol neu gymorth gyda phroblem camddefnyddio alcohol neu gyffuriau, yna gellir ystyried hyn, yn dibynnu ar ddifrifoldeb y broblem camymddwyn neu anallu.

Os bydd aelod o staff yn methu â chwblhau cwrs rhagnodedig o driniaeth, neu'n cael atglafychu yn dilyn triniaeth, yna gellir ymdrin â hyn o dan Bolisi Disgyblu'r Cwmni.

Os bydd aelod o staff yn mynychu gwaith dan ddylanwad alcohol neu gyffuriau anghyfreithlon, bydd yn destun y Polisi Disgyblu ac fel arfer yn cael ei ddiswyddo am gamymddwyn difrifol.

Mabwysiadwyd y polisi hwn ar	Llofnodwyd ar ran y feithrinfa	Dyddiad adolygiad nesaf

1/4/2026	*N. Baker*	*Ebrill 2027*