

## Drug and Alcohol Policy

<b>Purpose</b>	The purpose of this policy is to demonstrate Central Kids Early Education responsibility and commitment to ensure a safe and healthy environment free from the presence of drugs and the use and abuse of alcohol and/or illicit substances.
<b>Explanation</b>	This policy outlines Central Kids Early Education expectations and requirements for creating and maintaining an alcohol and drug free environment and for responding to suspected substance use or abuse. This policy ensures Central Kids Early Education adheres to obligations and responsibilities for the health and safety of tamariki, staff, people within the workplace and public. In respect to parents/caregivers/whānau being under the influence of an illicit substance, Central Kids Early Education is responsible for ensuring the safety of the people on our sites and is obliged to report suspected use of illicit drugs to the appropriate agency.
<b>Scope</b>	This policy applies to all Central Kids Early Education employees, students, visitors, volunteers, contractors/subcontractors and parent/caregivers/whānau whilst on any Central Kids Early Education sites and attending Central Kids Early Education family events.
<b>Guidelines</b>	<p><u>Responsibilities</u></p> <ul style="list-style-type: none"> <li>• Central Kids Early Education prohibits the use, making, sale, purchase, consumption or possession of drugs or alcohol on any Central Kids Early Education Property.</li> <li>• All employees are expected to report to work, fit and able to perform assigned duties and responsibilities without limitations due to the use of or after-effects of alcohol, illicit drugs, non-prescription drugs or medication or any other substance.</li> <li>• All employees are responsible for identifying concerns about an individual's ability to perform their duties and report situations needing further investigation if/when they arise.</li> <li>• Where there is a concern regarding a person within a Central Kids Early Education site and there is reasonable cause to suspect that they are under the influence of an illicit substance, the Service's Leader shall immediately contact the Kaiarataki for guidance.</li> <li>• Following guidance from the Kaiarataki, where reasonable cause is satisfactory the Leader shall request the person remove themselves from the site.</li> <li>• Where there is concern that the removal of the person from the site is likely to place any other person at risk of harm or harassment, the Leader shall contact the police and inform the Kaiarataki or the Chief Operating Officer.</li> <li>• The consumption, sale, purchase, possession of alcohol is strictly prohibited by any person on Central Kids Early Education premises when children are present for any purpose.</li> <li>• The consumption of alcohol as part of a recreational gathering on a Central Kids Early Education site, outside of normal hours of operation and when children are not present, is permitted at the discretion of the Chief Operating Officer or the Chief Executive Officer.</li> <li>• Employees who are prescribed medication are expected to ask their doctor if the medication will have any potential negative effect on their ability to perform their duties safely.</li> <li>• Employees shall report to their Leader if there is any potential risk, limitation or restriction, which may affect their ability to perform their duties and responsibilities and provide appropriate medical verification on any restrictions in performance of their duties.</li> </ul>

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- Employees who have prescribed medication or pharmacy medication in their possession while in a Central Kids Early Education service shall ensure the medication is not accessible to any other person at any time.

### Search and Surveillance

- Subject to the Privacy Act 1993, Central Kids Early Education may operate electronic surveillance equipment within Central Kids Early Education sites at any time.
- To avoid doubt, by bringing personal property onto Central Kids Early Education premises employees are deemed to have consented to a search of personal property strictly for the purposes of implementing this policy.
- Where a Leader reasonably suspects drugs or alcohol may be on site, following consultation with the Kaiarataki or the COO/People and Culture Manager, the Leader may undertake a search of Central Kids Early Education property such as offices, workstations.
- Where a Leader reasonably suspects drug or alcohol may be on site, following consultation with the Kaiarataki or the COO/People and Culture Manager, the Leader may request the employee permit the Leader to undertake a search of the employees personal property.
- Employees who do not permit to a search of personal property may be subject to the provisions of the Fairness & Disciplinary Policy.
- Any drugs or alcohol found will be confiscated and the employee concerned could be subject to disciplinary action, up to and including termination of employment following a full and fair investigation.

### Drug Testing

- Where it is suspected that an employee is under the influence of an illicit substance, the Leader concerned shall contact the COO and/or CEO for direction.
- The COO and/or CEO may determine that where reasonable cause is found the employee be required to undergo drug testing for the purpose of ensuring the objectives of this policy.
- Reasonable cause for testing can be established if an employee's behaviour, conduct or actions suggest that s/he is under the influence of an illicit substance.
- Drug testing may also be conducted where there is reasonable cause following an incident or accident or near miss to establish whether drug use has been a factor.
- Testing will be performed by an approved Drug Testing agency or registered medical practitioner.
- Testing will be done in such a way as to respect the employee's privacy and confidentiality.
- Any information pertaining to drug testing may only be accessed by persons with authorised access for a legitimate purpose.
- Employees shall complete a consent for testing declaration prior to a drug test being conducted.
- A refusal to undergo testing may be regarded as a positive result and may result in the employee being subject to the provisions of the Fairness and Disciplinary Policy.
- Where an employee's drug test returns positive this shall result in the employee being subject to the provisions of the Fairness and Disciplinary Policy.
- A positive drug test shall result in Central Kids Early Education considering suspension as a means to ensure the ongoing safety of children, employees and the public.

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	<ul style="list-style-type: none"> <li>Following a full and fair investigation, potential consequences may include up to and including instant dismissal.</li> </ul> <p><u>Support</u></p> <ul style="list-style-type: none"> <li>Central Kids Early Education recognises that drug and alcohol dependence is an illness and can potentially become a major health issue, Central Kids Early Education will assist an affected employee in seeking support and rehabilitation.</li> <li>Employees who self-identify a problem with drug and alcohol abuse are encouraged to seek support and discuss their situation with their Leader, Kaiarataki or the People &amp; Culture Manager.</li> <li>Any such discussions will be kept confidential (except to the extent that Central Kids Early Education is required to take appropriate steps to manage a health and safety risk).</li> <li>Where an allegation of drug use is being investigated by Central Kids Early Education, employees shall be advised of their right to seek independent legal advice and Union representation.</li> </ul> <p><u>Confidentiality</u></p> <ul style="list-style-type: none"> <li>All information gathered as a result of drug testing is collected for the purposes of protecting the health and safety of employees and implementing this policy.</li> <li>Any relevant information will be held securely within the employee personnel file and will be held for the duration of employment.</li> <li>Unless required by law, no information relating to any testing will be disclosed to an external party without the written consent of the employee concerned.</li> </ul> <p><u>Breach of Policy</u></p> <ul style="list-style-type: none"> <li>Employees found to be in breach of this policy will be subject to the procedures of the Fairness and Disciplinary Policy. Following a full and fair investigation, potential consequences may include up to and including instant dismissal.</li> <li>Where a certificated, teacher is found to be in breach of this policy or where an allegation of suspected drug use is substantiated, Central Kids Early Education shall be required to complete a mandatory report to the teaching council.</li> <li>In respect of illicit drugs any matter may also be referred to the New Zealand Police.</li> </ul>
<b>Definitions</b>	<p><b>Alcohol</b> means; any alcoholic drink, including spirits, wine or beer</p> <p><b>CEO</b> means Chief Executive Officer</p> <p><b>COO</b> means Chief Operating Officer</p> <p><b>Drugs</b> means; Illicit drugs, any legally controlled substance that it is illegal to possess unless it is prescribed by a doctor and used in accordance with medical directions that when absorbed, inhaled, injected or ingested has a physical or psychoactive effect on the body or mind and has the ability to impair cognitive and or physical capacity. Any controlled substance which is not legally obtainable or is legally obtainable but was not legally obtained. For the purpose of this policy drugs shall include synthetic cannabis.</p> <p><b>Leader</b> means a Head Teacher, Centre Manager, Kaiarataki, People &amp; Culture Manager, Finance &amp; Assets Manager, Chief Operating Officer, or Chief Executive Officer.</p> <p><b>Prescription Medicine</b> means any substance prescribed by a registered medical practitioner for the purpose of curing, mitigating or alleviating disease.</p> <p><b>Reasonable Cause</b> includes but is not limited to physical signs, slurred speech, violent behaviour, impaired motor skills, bloodshot eyes, dilated pupils, unsteady on feet, unusual</p>

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	or out of character on-site behaviour, changes in personality or mood swings, obvious continual drop in performance or attendance, emotional signs; anger, irritability, paranoia.
<b>References</b>	
<b>Standards</b>	Ministry of Education, (Early Childhood Centres) Regulations Health and Safety at Work Act 2015 Privacy Act 1993 Human Rights Act 1993 NZ Bill of Rights Act 1990 The code of Health & Disability Services Consumers Rights 1996 Drug Free sites NZ <a href="http://www.alac.co.nz">www.alac.co.nz</a> <a href="http://www.drugfoundation.org.nz">www.drugfoundation.org.nz</a>
<b>Service Documents</b>	Fairness and Disciplinary Policy Code of Conduct Health & Safety Policy Our code our standards
<b>Policy Review</b>	Central Kids Early Education may amend and vary its policies from time to time at Central Kids Early Education discretion and employees are required to observe such policies.