

## SMOKING, ALCOHOL & OTHER SUBSTANCES POLICY

### POLICY STATEMENT

We believe that the health and safety of all the children who attend our Pre-school is of paramount importance. We aim to provide a safe and healthy environment for children and adults. This policy applies to all adults within the setting without exception. Access to the Pre-school may be denied to any person breaching it.

### Smoking

We acknowledge the generally accepted theory in relation to the potential detrimental effect on health from both active smoking and from passive smoking. In compliance with guidance outlined in the Statutory Framework for the Early Years Foundation Stage we abide by a no smoking policy, both inside and outside the premises, which is adhered to even when there are no children present. No smoking signs are displayed. Staff, students, parents and visitors are made aware that the setting is strictly a 'No Smoking' area.

This also applies to e-cigarettes and vapes.

Information on where to get help to stop smoking is made readily available to all adults on request.

### Alcohol

The bringing of alcohol onto the premises, without prior permission of the Pre-school Manager is strictly forbidden. We ask that if you have purchased alcohol on the way to the setting you refrain from bringing it onto the premises. Any alcoholic gifts received by staff will be kept out of reach of the children in the office.

The consumption of alcohol outside of working hours is a personal and private matter. However, all adults working or volunteering in the setting, who consumed alcohol during the previous evening, should bear in mind the length of time it takes for alcohol to be processed by the body. All adults in contact with the children in the setting should ensure that they are not under the influence of alcohol during working hours.

In the event that it is suspected that a member of staff has arrived to work under the influence of alcohol or an illegal substance, they will be taken aside by the Manager, who will express concern. If the individual admits there is a problem, they will be sent home immediately, and careful monitoring will continue by the Manager. Medical support may also be suggested. On return to work, the individual will be appropriately disciplined following set disciplinary procedures. This is considered gross misconduct and could result in instant dismissal.

Any visitors found to be under the influence will be excluded from the Preschool and the matter referred to Ofsted.

If a Parent / Carer arrives to collect a child and appears to be under the influence of alcohol or drugs, we maintain the right to refuse the release of the child into their care until a suitable alternative can be arranged.

## Illegal Substances

The taking or possession of illegal substances during working hours constitutes gross misconduct and will result in immediate dismissal.

## Prescribed Drugs

If it is necessary to take prescribed during work hours, the Pre-school Manager should be informed upon arrival at work. Arrangement should be made for safe storage out of the reach of children. A doctor's certificate confirming their ability to care for children on their medication, would be requested if the Manager felt this was necessary. The Manager should be informed of any medication which may have cause for concern.

## Non-Prescribed Drugs

If it is necessary to have non-prescribed drugs, they should be kept out of the reach of children with your personal belongings in the Office. Medication should be taken out of sight of the children.

