



Smoking, Alcohol and Drugs Policy

Our pre-school strongly prohibits the use or possession of cigarettes (including e cigarettes and vapes), alcohol and illegal drugs anywhere on our premises. If staff, students, volunteers or children are found to have broken the rule in respect of this policy it will be treated as a disciplinary matter.

All staff are made aware of this policy during their induction, including the importance of setting a positive example to children. Any contravention of this policy by staff will be dealt with under the pre-school's Disciplinary Procedures.

Smoking

- Smoking, including the use of e cigarettes and vapes is not permitted anywhere on the premises. This policy applies equally to staff, students, volunteers, parents/carers and any other visitors.
- No smoking/vaping signs are clearly displayed at all entrances to the pre-school premises.
- We recognise the risk from passive smoking. If staff wish to have a cigarette or vape during their unpaid breaks (to be agreed with Manager) they must do so off site and we ask that staff cover or remove their uniform and that they do not have contact with the children until they have thoroughly washed their hands and ensure that no smoke odour remains on their clothing.

Alcohol and Drugs

- Staff, students or volunteers who arrive at the premises clearly under the influence of alcohol or illegal drugs will be asked to leave immediately and disciplinary procedures will follow.
- Staff are not permitted to consume alcohol during their contracted work hours. The same applies to all drugs other than those prescribed by a doctor or considered appropriate for intake whilst working with children. All prescribed staff medication should be stored in the Medication box in the kitchen out of the reach of children.
- If staff are found in possession of illegal drugs, serious disciplinary action will follow.
- In cases where staff are taking prescribed drugs that may affect their ability to function effectively at work they must inform the Manager as early as possible. Staff have an ongoing responsibility to notify the Manager of any health issue or medication that may affect their suitability to work at the pre-school.
- A Medication Declaration is completed by all staff annually.
- Staff are not permitted to bring alcohol on to the pre-school premises.
- If a member of staff has good reason to suspect that a parent/carer is under the influence of alcohol or illegal drugs when they drop off or collect their child, to the extent that the safety of the child is threatened, they have a duty to inform the Designated Safeguarding Lead (Mrs Julie Langlands, Manager) who will then decide upon the appropriate course of action in accordance with the Safeguarding Children and Child Protection Policy. In Mrs Langlands' absence the Deputy Designated Safeguarding Lead (Mrs Amanda Swan) should be informed. The safety and protection of the child remains paramount at all times. Staff will make all possible effort to ensure that

children are not allowed to travel in a vehicle driven by someone who is clearly over the legal alcohol limit or under the influence of illegal drugs.

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

Parent/Carer Co-operation

- Parents/carers are not allowed to smoke, vape, take drugs or consume alcohol whilst on the preschool premises.
- Cigarettes/tobacco/vapes/ e-cigarettes, lighters, alcohol, drugs/medicine are forbidden from being left in a child's bag or belongings and will be removed by staff and returned to the parent/carers at the end of the child's session.

The Manager and Chairperson are responsible for monitoring and evaluating the policy.

Reviewing the Smoking, Alcohol and Drugs Policy: The Chairperson is responsible for overseeing the annual review.

The Lavington Pre-school Smoking, Alcohol and Drugs Policy was adopted on:

Date: **Signed:**

Name: **Post:**

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