



No Smoking Policy

(including drug and alcohol use)

Aim

- We do not allow smoking, alcohol or drugs on our premises at any time or any person under the influence of drugs or alcohol, including outside areas. We ask parents, staff, students, volunteers and visitors to adhere to our NO SMOKING, drugs and alcohol policy and procedures that are in place.

Smoking

- We have a **no smoking** sign displayed in the reception and in the office to ensure all persons in attendance are aware of this rule.
- If we found a member of staff, student, parent or volunteer smoking on the premises they will be asked to leave immediately. In terms of staff or volunteers, we would also follow our disciplinary procedures, as this would be deemed as misconduct.
- All staff, students and volunteers understand our no smoking, alcohol and drugs policy as this is detailed, documented and signed in their setting induction that is held on their personnel file in the office.
- This rule applies equally to staff, parents, students, volunteers and visitors to the settings.
- This rule applies to all indoor areas, the outdoor play environment and the front area by the gate as they are all considered as being still on the setting premises.
- Staff **MUST NOT** smoke in the uniform provided, either on break times or in their uniform once leaving the premises. Staff are able to leave their uniform/personal clothes in the designated area on the premises to enable them to change, should they wish to smoke prior to and once finishing work. Those in charge of babies must not smoke within 30 minutes of access to the baby environment.

Alcohol

- If a member of staff, student or volunteer arrive at the setting clearly under the influence of alcohol, they will be asked to leave immediately. We would also consider disciplinary procedures for staff and/or volunteers and students. We would document all stages of this process on staff incident report forms.
- If a member of staff had good reason to believe that a parent is under the influence of alcohol when they drop off or collect their child, they must notify the owner or person in charge immediately. The owner or person in charge will notify the parent that we have a duty to call the Multi Agency Referral Unit for advice. The owner or person in charge will then have to decide on the appropriate course of action according to the advice received and in line with our Safeguarding Children Policy. All conversations and actions taken will be documented on a cause for concern incident report form.
- If a visitor (or parent) turned up to our setting drunk to collect a child, we would contact the Multi Agency Advice Team for advice IMMEDIATELY. We would not let a visitor/parent or nominated person take a child home if they were under the influence of alcohol or drugs and we would explain our safeguarding priorities and ask the parent if we would be able to contact the persons on the emergency contact list as a contingency plan to ensure the child's ongoing safety upon leaving the setting. We would document all conversations and actions taken on a cause for concern incident report form.

Drugs

- If a member of staff, student, volunteer or child arrives at the setting clearly under the influence of drugs they would be asked to leave immediately. We would also follow disciplinary procedures for staff, students and volunteers. We would document all stages of this process a staff incident report form.
- Practitioners taking medication that they believe may affect their ability to care for children should seek medical advice and notify their line manager immediately and prior to commencing their shift. They should only work directly with children if the advice is that the medication is unlikely to impair their ability to look after children. Staff must be notified PRIOR to commencing a shift.
- If a member of staff has good reason to believe that a parent is under the influence of drugs when they drop off or collect their child they would report this to the owner/person in charge immediately.
- If a nominated visitor or parent turned up to the setting to collect a child under the influence of drugs we would advise them that we would not let them take their child home if they were under the influence of alcohol or drugs? Staff on duty would have a responsibility to tell the owner/person in charge. They would call the Multi Agency Referral Unit for advice and they will then have to decide on the appropriate course of action according to the advice received and in line

with the Safeguarding Children Policy. All stages of this process would be documented on a cause for concern incident report form.

- If an adult was found with drugs on your premises the owner **MUST** be told **IMMEDIATELY**. If the owner suspects that an illegal act has taken place the substance **MUST** be confiscated and stored in a secure place away from children and other staff and call the police. The member of staff that has engaged in any illegal act will be suspended from all duties immediately pending investigation. Ofsted will be informed within 14 days and a referral to LADO and DBS will be made in line with allegation against a staff member.

This policy was adopted at a
meeting of

Held on

Date to be reviewed

Person to review
