

Smoking, Alcohol and Drugs Policy

Smoking

Smoking is not permitted anywhere on the premises. This rule applies equally to management, staff, students, volunteers, children, parents/carers or any other visitors. If a child is found in possession of cigarettes on the premises, they will be confiscated and their parent/carer informed at the end of the session.

Alcohol

Management, staff, students, volunteers who arrive at the setting clearly under the influence of alcohol, will be asked to leave immediately and disciplinary procedures will follow. If a child arrives at the setting clearly under the influence of alcohol or is found in possession of alcohol on the premises, their parent/carer will be informed at the end of the session. Staff are strongly advised not to bring alcohol onto the setting's premises. If alcohol is kept on the premises it must be stored securely out of reach of children.

Illegal Drugs

Management, staff, students, volunteers who arrive at the setting clearly under the influence of illegal drugs, will be asked to leave immediately and disciplinary procedures implemented. If a child arrives at the setting clearly under the influence of illegal drugs or is found in possession of drugs on the premises, their parent/carer will be informed. If staff are found in possession of illegal drugs, disciplinary action will follow.

Medication

In cases where staff are taking prescribed drugs that may affect their ability to function effectively at work, the manager must be informed as early as possible and a risk assessment will be completed.

Staff, students, volunteers working directly with children, who are taking "off the shelf" or prescribed medication must ensure that this does not have an adverse effect their ability to provide childcare. If in doubt, advice must be sought from a medical practitioner about

the advisability of taking the particular medication when working with children.

Parents and Carers

If a member of staff has good reason to suspect that a parent/carer is under the influence of illegal drugs or alcohol 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 both the manager and the designated Child Protection Officer, according to the provisions of the Child Protection Policy. In such circumstances, the manager and the Child Protection Officer will then be responsible for deciding upon the appropriate course of action, ensuring that the safety and protection of the child remains paramount at all times. Staff will make all possible efforts to ensure that children are not allowed to travel in a vehicle driven by someone who is clearly under the influence of illegal drugs or alcohol. Where an illegal act is suspected to have taken place, the police will be contacted.

Date: September 2017 Review Date: September 2018

Signed by: Rosanna Radlinska-Tyma

Role of Signatory: nominated person