Smoking Alcohol and Drugs Policy

Safeguarding and Welfare Requirements / 3.19, 3.56

All staff should be made aware of the provisions of this policy in their induction, including the importance of setting a positive example for children. Any contravention of this policy will lead to disciplinary action.

Drugs or Alcohol

Staff, visitors, students or volunteers who arrive at Skylark Day Nursery clearly under the influence of drugs or alcohol will be asked to leave immediately and disciplinary procedures will be implemented.

If staff are found in possession of illegal drugs or alcohol disciplinary procedures will be put in place.

In cases where staff are taking prescribed drugs, which may affect their working efficiency, the staff member must inform the manager as soon as possible. Staff medication will be stored safely in a suitable place, outside of children's reach.

If a member of staff has a good reason to suspect a parent/carer is under the influence of drugs or alcohol when they drop off or collect their child, they have a duty to inform the manager. In such circumstances the manager must decide the best course of action to safeguard the child.

Where an illegal act is suspected to have taken place the police will be called.

Smoking

Smoking is not allowed on the premises. Staff can only smoke if they are on an official break, not in the vicinity of the setting and not in uniform.

On return to the setting, they must wash their hands thoroughly.

Staff, visitors, volunteers and students must never smoke directly in front of the children.

Staff are not permitted to smoke when they are on a trip or outing.

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Review Date	Name	Position	Signature

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