



Spinney Pre-School Smoking, Alcohol and other substances Policy

This policy applies to both Staff, Parent /Carer's, and visitors **without** exception. Access to the Pre School may be denied to any person breaching them.

Statement of intent

Spinney Pre School endeavours to ensure that all adults working directly with children are not under the influence of alcohol or any other substance which may affect their ability to care for the children or does not impair the safe and efficient running of the Pre School or the health of other employees.

Problems associated with drink and/or drugs at work can fall into the following two categories:

- Those associated with an isolated incident or
- Those associated with longer term drink or recreational drug dependency.

Aim

We aim to promote the general well-being of all adults, Parents/Carers, to avoid unnecessary illness, absences and accidents, to improve the well-being of everyone in the setting (children/adults) and to provide a working environment which ensures the health and safety of children and adults at Spinney Pre School.

Smoking

- There is a **NO SMOKING** policy throughout our establishment, this includes E-Cigarettes. This applies to both inside the building and the outdoor area and should be followed even when there are no children on the premises.
- All staff, parents and volunteers are made aware of our no-smoking policy.
- We display no-smoking signs.
- The no-smoking policy is stated in our information brochure for parents this includes the use of E-Cigarettes.

Method

In order to achieve this aim, Spinney Pre School will set principles for ensuring the aim is met by:

- All staff have a duty to report for work in a fit condition to undertake their duties satisfactorily and safely. This will apply equally to staff returning from meal breaks.
- No alcohol will be consumed by anyone on the pre-school premises whilst children are in attendance.
- The Pre-School expects that none of the staff will be affected by alcohol or recreational drugs during the working day.
- If a member of staff is known to be, or strongly suspected of being, intoxicated by alcohol or recreational drugs whilst at work, the Supervisor will record the details and arrangements will be made to escort the member of staff from the premises immediately. Disciplinary action will take place when the staff member returns to work in a fit condition and not under the influence of alcohol or drugs.
- Drink related misconduct, after working hours, at a work event may result in disciplinary action.
- When a member of staff considers that they have an alcohol or recreational drug problem, they should seek help as soon as possible.
- Any employee who takes drugs which have not been prescribed on medical grounds will, in absence of mitigating circumstances or are in possession of unlawful or not over the counter drugs will be subject to disciplinary action.
- Staff who smoke do not do so during working hours. Unless on a break and off the premises.

Alcohol

- The bringing of alcohol onto the premises, without the prior permission of the management, is strictly forbidden.
- The consumption of alcohol outside of working hours is a personal and private matter. However, anyone who is working in the Pre-School - staff, students, volunteers, should be aware of the length of time it takes for alcohol to be processed by the body and ensure they are in a fit state to care for children during working hours.

Parent/Carer who may be under the influence of alcohol or other substances

Our setting has a duty under the law to help safeguard children and therefore if we think a parent/carers who comes to collect their child is displaying behaviour that would lead the pre-school to think the adult is under the influence of alcohol or drugs then the following action will be taken:

- The adult will be told the reason why the staff will not let them take the child and be asked to stay until another authorised adult is contacted.
- The child's file will be checked for information on who to contact in emergencies.
- The emergency contact person/s will be contacted and asked to come to the pre-school to escort the child home.
- In the event of no-one being able to be contacted then Social Care will be contacted for advice
- A full written report of the incident is recorded.

Drugs

- Providing that medication is prescribed or has been obtained over the counter from a pharmacy or similar establishment, in a sealed package or container and the medication is retained on the person, or in a bag whilst they are visiting the Pre-School purely to pick up or leave a child, then the Pre-School would accept that the risks involved are very low and acceptable.
- If a member of staff, volunteer, or visitor, staying on the premises for any period of time, has any prescribed drugs with them, these must be put away in the kitchen for the duration of the session. It is strictly forbidden to bring any non-proprietary drugs onto the premises.

Raising concerns

- All staff have a responsibility to inform the Pre School Supervisor if they think another member of staff is under the influence of alcohol or drugs.

Guidance and confidentiality

- Employees who recognise that they have a drink or recreational drug problem or consider that they are at risk of developing one, will be encouraged to come forward for confidential help and will not be allowed to work with the children until the problem has been rectified.
- The Pre School will endeavour to maintain confidentiality of any details of employees with alcohol and/or recreational drug related problems.

This Policy was adopted at a meeting of the Pre-School held on (date) _____

Signed on behalf of the Pre-School _____