

# No Smoking, Vaping, Drugs and Alcohol Policy



## **Aim of the policy**

There is a strict policy of no smoking, vaping, drugs or alcohol at Buckles and Bows Pre-school. This also includes The Holy Family School grounds. This applies to all staff, parents, carers, visitors, suppliers and children.

All staff will be asked to read and sign to state they understand this policy.

## **Smoking & Vaping**

- There is a no smoking sign displayed within the public areas of the Nursery.
- Smoking is not permitted in any part of the Pre-school/School site at any time. This includes the buildings and the outside areas of the school including the playgrounds, the sports field or the car park.
- Smoking at the entrances and exits to the School site will also be strongly discouraged.
- If a member of staff does choose to smoke, they must ensure at all times that clothes and hands are free from the smell of smoke. If smoking away from the school on a break, then a personal overcoat or the like should be worn and removed prior to returning to the setting and hands washed thoroughly and breath freshened. The overcoat must not be worn for anything else within the Pre-school.
- Anyone found smoking on the premises will be asked to leave immediately. Any member of staff found smoking on the premises will be issued with a verbal warning, repeated occasions will lead to further disciplinary action in line with the Disciplinary and Grievance Policy.
- This rule applies to all those who attend the premises including volunteers.
- Smoking on a school visit or trip is not permitted

## **Alcohol**

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- Anyone who arrives at the setting appearing to be under the influence of alcohol will be asked to leave immediately. If a member of staff is believed to be under the influence of alcohol they will be asked to leave immediately, they will not be paid for the sessions missed and they will be dealt with under the Disciplinary and Grievance Procedure. The Nursery reserves the right to contact the Local Designated Officer for Safeguarding (LADO).
- If a member of staff believes that a child is being dropped off or collected by a parent or carer who is thought to be under the influence of alcohol this must be reported to the Manager and the Designated Safeguarding Lead (DSL) and action will be taken in line with our Safeguarding and Children Policy.
- If a child is found in possession of alcohol this will be reported to the Manager and DSL who will decide what action to take in line with our Safeguarding Children and Child Protection Policy.

## **Drugs**

- Anyone who arrives at the setting appearing to be under the influence of drugs will be asked to leave immediately. If a member of staff is believed to be under the influence of drugs they will be asked to leave immediately, they will not be paid for the sessions missed and they will be dealt with under the Disciplinary and Grievance Procedure. The Nursery reserves the right to contact the Local Designated Officer for Safeguarding (LADO).
- Any member of staff who is taking medication that may impair their ability to care for the children should seek medical advice and then only work with children if the medical advice states that the medication is

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unlikely to impair their ability to work with children.

- If a member of staff believes that a child is being dropped off or collected by a parent or carer who is thought to be under the influence of drugs this must be reported to the Manager and the Designated Safeguarding Lead (DSL) and action will be taken in line with our Safeguarding Children and Child Protection Policy.
- If a child is found in possession of drugs this will be reported to the Manager and DSL who will decide what action to take in line with our Safeguarding Children Policy. In addition, the parent must be notified. If it is suspected that an illegal act has occurred then the police should also be called.

This policy was adopted at a meeting of the pre-school held on.....

Signed on behalf of the pre-school.....

Position within group.....

Review date.....