



No Smoking, Vaping,  
Alcohol or Drugs Policy  
Updated February 2021

## No Smoking, Vaping, Alcohol and Drugs Policy

### No Smoking

The Little Bookham & Effingham Preschool premises are a no smoking area. This includes the smoking of E-cigarettes and Vapour cigarettes.

Staff members, students, volunteers, parents and carers are not permitted to smoke in any area of the inside building or in any of the secure outside areas. This also applies when out of the building on trips. No smoking signs are clearly displayed around the premises.

### No Alcohol or Illegal Substances

Alcohol or illegal substances are not permitted on the premises. If any staff members are found to be under the influence or in possession of alcohol or illegal substances whilst looking after the children they will be instantly dismissed.

The only exceptions to alcohol being on the premises is if it received as a gift from a parent, for example at the end of term. Any alcohol must remain unopened, and stored in the staff area, and taken home with the staff member ideally on the same day.

In the event that a parent / carer is believed to be under the influence of alcohol or illegal substances, staff members would approach them calmly and explain that they believe they are under the influence and suggest, for example, whether they thought it was a good idea to be responsible for a child and drive.

At this point if the parent / carer understood our concern, the child's emergency contact would be called to collect the child. If the emergency contact was unable to collect, staff would contact Surrey Single point of Access (SPA) between **9am to 5pm, Monday to Friday** by calling **0300 470 9100** or for out of hours call **01483 517898** and would speak to the emergency duty team for advice and support. Staff have a duty to inform the manager and the Designated Safeguarding Lead.

If we are unhappy to release a child to the person collecting as a result of their behaviour, for example, aggression, as a result of being under the influence of drugs/alcohol, we will contact the police for advice and also contact the child's emergency contact.

We understand that we have no legal rights to prevent a child being taken by their legal guardian, however we would endeavour to protect the child to our best ability. If the parent / carer takes the child from our care we would advise them that it may be unsafe and that we will be notifying the police, as we believe them to be under the influence of alcohol or illegal substances, thus putting a child at risk.

If circumstances prevent a parent /carer from caring for their child to the best of their ability, for example a parent arrives to collect their child, however are clearly unwell, we will take action to assist the parent/carer.

#### Staff taking medication

Practitioners taking medication that they believe may affect their ability to care for children should seek medical advice. They should only work directly with children if the advice is that the medication is unlikely to impair their ability to look after children.

#### **Useful resources and websites**

<http://www.nhs.uk>

Surrey Family Information Directory [www.surreycc.gov.uk/directory](http://www.surreycc.gov.uk/directory) 0300 200 1004

Surrey Safeguarding Children Partnership

<http://www.surreyscp.org.uk/>

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