



No Smoking, Vaping, Alcohol & Drugs Policy

No Smoking or Vaping

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, or be publicly smoking whilst wearing preschool staff uniform. This also applies when out of the building on trips. No smoking signs are clearly displayed around the premises.

Staff have a duty to ensure they do not smell of smoke at any time during working hours, and must not smoke on breaks. Members of staff who wish to smoke after their shift ends must ensure that they are not identifiable by their uniforms and are a reasonable distance from the building. Cigarettes, matches and lighters must not be brought into the preschool.

For the purposes of this policy, the smoking of substitute cigarettes is deemed to be the same as smoking the real thing. Therefore please observe our no smoking rules.

No Alcohol or Illegal Substances

Alcohol or illegal substances are not permitted on the premises unless it is part of an agreed staff event authorised by management. 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 face disciplinary action under the disciplinary procedure.

Even if staff are not found to be intoxicated, but are coming into work suffering from the immediate after effects of alcohol which may also impair their ability to perform their role to the required standards, this is considered an act of misconduct.

The only exception to alcohol being on the premises is if it was 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.

The possession, use or distribution of drugs for non-medical purposes on the premises sites is strictly forbidden.

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, and staff felt that the child could be potentially at risk, staff would contact Children's Single point of Access (C-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 have concerns about releasing 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 they 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. Staff medication on the premises will be securely stored and out of reach of children at all times.

Useful resources and websites

<http://www.nhs.uk>

Surrey Family Information Directory www.surreycc.gov.uk/directory 0300 200 1004 Surrey

Safeguarding Children Partnership

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

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