



Smoking, Alcohol and Drugs Policy

Aim

We will not allow smoking or drugs on our premises at any time, including outside areas.

Alcohol will not be allowed in the presence of children.

- All staff understand the smoking, alcohol and drugs policy. If they have any questions they can talk to a Playschool Leader.
- The policy applies equally to staff, parents, students, volunteers and visitors.
- The policy applies to all areas within the school and grounds.

Smoking

- No smoking signs are displayed at all times on the premises.
- Any member of staff, student, parent or volunteer found smoking on the premises will be asked to leave immediately. We may consider disciplinary procedures for staff.

Alcohol

- If a member of staff, student or volunteer arrives at our setting clearly under the influence of alcohol, they will be asked to leave immediately. We will consider disciplinary procedures for staff.
- If a member of staff has good reason to believe that a parent is under the influence of alcohol when they drop off or collect their child, they have a duty to tell the manager and Designated Safeguarding Leader (DSL). They will then have to decide on the appropriate course of action according to our Safeguarding Children Policy.
- At the discretion of the Committee, moderate servings of alcohol may be available alongside soft drinks at events such as the New Parents Evening. At no time will alcohol be served when children are present.

Drugs

- If a member of staff, student or volunteer arrives at our setting clearly under the influence of drugs, they will be asked to leave immediately. Where an illegal act is suspected to have taken place, the police will be called. We will consider disciplinary procedures for staff.
- If a member of staff has good reason to believe that a parent is under the influence of drugs when they drop off or collect their child, they have a duty to tell the manager and Designated Safeguarding Leader (DSL). They will then have to decide on the appropriate course of action according to our Safeguarding Children Policy. Where an illegal act is suspected to have taken place, the police will be called.



If a member of staff suspects that a parent collecting their child from Playschool and intending to drive is intoxicated the police advice is that efforts should be calmly made to help the parent think of an alternative, safer way of getting home. This might include walking home or getting someone else to collect them or calling a taxi. If the parent becomes aggressive and insists on driving, on no account should staff put their own safety or security at risk. If possible staff should note down the details of the car and phone the police with this information as soon as possible.

In such circumstances, staff cannot prevent a parent taking their own child, but may refuse to allow any other child to be collected. The parents of this child would then be contacted as soon as possible.

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.

Any medication belonging to staff will be kept with their belongings out of reach of children.

Staff will not administer medication to another member of staff unless there is an individual treatment plan for that member of staff (see also Medicines Policy).

Reviews

This policy is held on the Playschool's Website (www.polesdenlaceyplayschool.co.uk) and in the policy folder in the cloak room. This policy will be reviewed periodically, as and when required.

This policy was adopted at a meeting of the Playschool Committee held on 29th February 2012 and signed by Nichola Hooper on behalf of the Playschool.

This policy was reviewed and changes agreed at a committee meeting held on:

Date	Signed on behalf of the Playschool
9 th June 2014	Alison Harding, Chair of the Committee
25 th April 2017	Natasha Matthews, Chair of the Committee
14 th January 2019	Natasha Matthews, Chair of the Committee
28 th January 2021	Ellie Pragnell, Chair of the Committee