

Smoking, Drugs and Alcohol Policy

Date: September 2018

Review Date: October 2019

Newton Westpark Nursery prohibits the use of cigarettes, e-cigarettes, alcohol and illegal drugs on our premises at any time. If staff, students or volunteers are found to have broken the rules in respect of this policy this will be dealt with through our disciplinary procedures. Where an illegal act is suspected to have taken place, the police will be called and Ofsted will be informed.

All staff will be made aware of the provisions of this policy during their induction, including the importance of them setting a positive example to children. All parents/carers will be made aware of the rules during their induction visits.

Drugs

- Staff, students or volunteers who arrive at the Nursery and are suspected to be under the influence of drugs and considered unfit to work, will be asked to leave immediately and disciplinary procedures implemented.
- If staff are found in possession of illegal drugs, disciplinary action will follow.
- In cases where staff are taking prescribed drugs that may affect their ability to function effectively at work, the Manager must be informed as early as possible.
- If a member of staff has good reason to suspect that a parent/carer is under the influence of illegal drugs when they drop off or collect their child, they have a duty to inform both the Manager/ Designated Safeguarding Officer, according to the provisions of the Safeguarding Children policy.

If parents/carers come to collect their child at the end of the day, and are acting under the influence of drugs or alcohol then we have a duty to refuse for them to take their child, explaining that this is safeguarding, and we will call another person who is named on their data collection sheet. If this is to happen, then the nursery Manager will arrange a meeting with the family to discuss their concerns and offer help if we can. All conversations held with the family will be recorded and any incidents will be logged. If for any reason parents/carers show any form of aggression when we withhold their child then we will call the police. If we feel that parents/carers are not following advice furthermore to a meeting then nursery have no option but to call the Special Assessment Team and inform them of the circumstances.

Alcohol

Staff, students or volunteers who arrive at the Nursery clearly under the influence of alcohol, will be asked to leave immediately and disciplinary procedures will follow, as with the procedure with drugs. If a member of staff has good reason to suspect that a parent/carer is under the influence of alcohol when they drop off or collect their child, and the safety of the child is threatened, they have a duty to inform the Manager/Designated Safeguarding Officer, according to the provisions of the Safeguarding Children policy. The Manager/ Designated Safeguarding Officer will then be responsible for deciding upon the appropriate course of action, ensuring that the safety and protection of the child remains paramount at all times.

Smoking

Smoking is not permitted anywhere on the premises. This rule applies equally to staff, students, volunteers, children, parents/carers or any other visitors. Staff must not smoke outside the nursery and are permitted to cover their uniform when doing so as they are role models and representing the nursery.

Management Signature:

Date: