



Registered Charity No 1035670

Smoking, Drugs and Alcohol Policy

This is Beckley Preschool's policy on smoking, alcohol and drugs use.

We strongly prohibit the use or possession of cigarettes, alcohol and illegal drugs on our premises whenever children are in attendance. If staff, students or volunteers are found to have broken the rules in respect of this policy, it will be treated as a very serious disciplinary matter.

All staff will be made aware of this policy during their induction, including the importance of them setting a positive example to children. Any contravention of the provisions of this policy will be dealt with under the Preschool's Staff Disciplinary Procedures.

- Smoking is prohibited in all areas of the setting. This rule applies equally to staff, students, volunteers, parents/carers or any other visitors.
- Staff, students or volunteers who arrive at the Preschool clearly under the influence of illegal drugs or alcohol will be asked to leave immediately and disciplinary procedures implemented.
- Adults taking medication which they believe may affect their ability to care for children should seek medical advice and inform the Manager immediately.
- If a member of staff has good reason to suspect that a parent/carer is under the influence of illegal drugs or alcohol when they drop off or collect their child, they have a duty to inform both the Manager and the designated Safeguarding Children Officer. In such circumstances, the Manager and the Safeguarding Children 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.
- Staff will make all possible efforts to ensure that children are not allowed to travel in a vehicle driven by someone who is clearly under the influence of alcohol or illegal drugs.
- Where an illegal act is suspected to have taken place, the police will be called.
- All staff supports this policy and will ensure that it is observed at all times.
- This policy will apply to all staff, parents/carers, visitors and contractors entering the Preschool setting.

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This policy was adopted by the Management Committee of Beckley Preschool on 19th September 2011.

Reviewed 7th October 2014

Signed on behalf of the management committee

Name of signatory

Role of signatory