



No Smoking, Alcohol and Drugs Policy

No Smoking

The Little Pennies Pre-School premises are non-smoking. 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. No smoking signs are clearly displayed around the premises.

Staff members, students and volunteers are not permitted to smoke when out of the building on trips or when travelling to and from the buildings with children. Staff members and volunteers are made aware of no smoking through their own copies of Policies and Procedures.

No Alcohol or Illegal Substances

Alcohol or illegal substances are not permitted on the premises of the Pre - School.

Staff members found to be under the influence or in possession of alcohol or illegal substances whilst children are in our care will be dealt with in line with our disciplinary procedure.

If 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 understands our concern, the child's emergency contact would be called to collect the child. If the emergency contact was unable to collect, the children's social care team/police department will be contacted.

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, we will contact the police department for advice. Also contact the child's emergency contact.

We understand that we have no legal rights to prevent a child being taken by a family member, 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 and children's social care, 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 due to sickness, we will take action to assist the parent/carer.

Staff Members taking Medicine/other Substances

Staff members who are taking medication can only work directly with children if medical advice confirms that the medication is unlikely to impair their ability to care for and look after children. All staff medication is stored in the kitchen cupboards in a secure container and is

out of reach of children.

This policy was adopted at a meeting of Trustees on
and was checked and re-affirmed on

Signed on behalf of The Little Pennies Pre-School

..... (Chairperson)