



7.11 Smoking/vaping, Alcohol & Drugs Policy

This policy was adopted at the meeting of Little Thetford Acorns Pre-school and Children's Club. Staff failure to comply with this policy may be considered serious enough to result in the induction of disciplinary procedures.

Date of adoption	July 2018
Reviewed	March 2020
Signed (on behalf of the management committee)	
Name of signatory	Kate Hilton
Role of signatory	Chair
This policy will be reviewed	Every 3 years
Date of next review	July 2023

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Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment: Providers have a no-smoking policy, and must prevent smoking in a room, or outside play area, when children are present or about to be present.

Policy Statement

We comply with Health & Safety regulations, and the Welfare Requirements of the Early Years Foundation Stage in making Little Thetford Acorns a no-smoking environment – both indoors and outdoors.

Smoking

We follow the procedures below to ensure Little Thetford Acorns is a no-smoking environment.

- Smoking (including vaping) is not permitted anywhere on the premises. This includes the building and footpaths leading to the setting. All staff, parents and volunteers are made aware of our no-smoking policy.
- If a child is found in possession of cigarettes or e-cigarettes on the premises, they will be confiscated and their parent/carer informed at the end of the session.
- We display no-smoking signs.
- The no-smoking policy is stated in our parent handbook.
- Staff members will not smoke or vape on the premises during working hours, unless they are on a break.
- Staff members who smoke during their break must do so off the premises and make every effort to reduce the effect of the odour and lingering effects of passive smoking for children and colleagues.
- We actively encourage no-smoking by having information for parents and staff about where to get help to stop smoking if they are seeking this information.
- Staff are made aware that failure to adhere to this policy and procedures may result in disciplinary action.
- It is a criminal offence for employees to smoke in smoke-free areas, with a fixed penalty of £50 or prosecution and a fine of up to £200.

Alcohol & Drugs

- Staff or volunteers who arrive at the setting clearly under the influence of alcohol or illegal drugs will be asked to leave immediately, and disciplinary procedures will be followed.
- If a child is suspected of being under the influence of alcohol or illegal drugs, their parent/carer will be called and asked to collect their child. We will immediately implement our Safeguarding and Child Protection procedures.
- If a child is found in possession of alcohol or illegal drugs on the premises, these will be confiscated and their parent/carer will be informed immediately. We will immediately implement our Safeguarding and Child Protection procedures.
- If staff are found in possession of illegal drugs, immediate disciplinary action will be taken and the Police will be contacted.
- 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 and a risk assessment will be completed. (See our Risk Assessment policy)
- If a member of staff has good reason to suspect that a parent/carer is under the influence of alcohol/drugs when they drop off or collect their child, to the extent that the safety of the child is threatened, they have a duty to inform both the Manager and the designated Child Protection Officer.
- Staff will take all possible actions to ensure that children are not allowed to travel in a vehicle driven by someone who is clearly over the legal alcohol limit. These actions may include contacting the Police.
- In the situation of a child being in possession of; or is suspected to be under the influence of, drugs or alcohol, then child Safeguarding policies and procedures may be taken and the Police may be contacted.

Legal Framework

- The Smoke-free (Premises and Enforcement) Regulations (2006)
- The Smoke-free (Signs) Regulations (2012)