

## Moulton Pre-School – No Smoking, Alcohol and Substance Misuse Policy

<b>Version:</b>	2.0
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<b>Date:</b>	September 2021
<b>Review Date:</b>	September 2022



## No Smoking, Alcohol and Substance Misuse

***Moulton Pre-school is committed to safeguarding and promoting the welfare of children, young people and adults at all times and expects everybody working within this setting to share this commitment.***

**Aim:** Our aim is to prohibit smoking, including the use of e-cigarettes, alcohol and drugs at the premises of the preschool at any time including the outside area.

All staff, parents/carers, students, and volunteers will be made aware of the policy.

### **Smoking;**

- There are no smoking signs displayed in the hall at all times.
- If a parent/carer, student or volunteer was found smoking they will be asked to leave the premises immediately.
- If anyone approaches the children when outside playing and they are smoking they will be asked to move away.
- If a member of staff was to be found smoking disciplinary procedures will be initiated against the member of staff.
- Staff who smoke do not do so during working hours. Unless on a break and off the premises.
- E-cigarettes are not permitted to be used on the premises.
- Staff who smoke before work and during any break make every effort to reduce the effect of the odour and lingering effects of passive smoking for children and colleagues.
- 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 and substance misuse

### **If a Parent/carer is suspected of being unfit to care for a child due to alcohol or substance abuse**

- If a parent/carer arrives to collect a child and is suspected of being in an unfit condition to care for that child we class that child as being un-collected and activate our Non-Collection of Children Policy.
- A dated record is made of the incident.
- Advice and support will be offered to the parent/carer.
- If such incidents are repeated or become a concern then we activate our Safeguarding Children and Child Protection Policy with reference to the neglect section.

### **If a member of staff is suspected of being unfit to care for children due to alcohol or substance abuse**

- If a member of staff arrives at the setting in an unfit condition to care for children due to alcohol or substance abuse then they are classed as absent from work and are sent home.
- This absence is classed as unauthorised and a dated record will be made of the incident and added to the member of staff record.
- The member of staff will receive no pay for the missed session.

- Advice and support will be offered to the member of staff.
- If such incidents are repeated or become a concern then we activate the Staff Disciplinary Procedure.
- Legal framework
- The Smoke-free (Premises and Enforcement) Regulations (2006)
- The Smoke-free (Signs) Regulations (2012)