



## No Smoking, Vaping, Alcohol and Drugs Policy

West Byfleet Nursery prohibits smoking, the use of e-cigarettes, vaping, alcohol and drugs in the premises and anywhere on the nursery site to ensure the health, safety and wellbeing of all.

### Smoking and Vaping

West Byfleet Nursery displays no-smoking signs to inform all staff, parents, volunteers and visitors that it is prohibited to smoke anywhere on site.

The use of e-cigarettes and vaping is also prohibited.

All staff and volunteers are made aware that it is forbidden to smoke or vape on site upon induction.

Staff and volunteers are made aware that if they should be caught smoking on site they will be subject to disciplinary procedure as outlined in their contract of employment.

Should a parent, carer or visitor be found to be smoking on site, they will be asked to leave the premises immediately.

### Alcohol and Drugs:

Should a staff member arrive at the nursery under the influence of alcohol or other substances that may impair their ability to care for the children, a member of the management team will ask them to leave immediately. Disciplinary procedures will be initiated in line with staff contract of employment and the Local Area Designated Officer for Safeguarding (LADO) will be contacted 0300 200 1006 Option 3.

Should a parent, volunteer or visitor arrive at the setting under the influence of alcohol or other substances they will be asked to leave immediately.

Staff should inform the manager and the DSL (Designated Safeguarding Lead) if they have reason to believe that a parent or carer is under the influence of alcohol or other substances when dropping off or collecting their child. Surrey Safeguarding procedures will then be followed, following advice from C-SPA (Children's Single Point of Access) 0300 470 9100.

Should a parent who is under the influence of alcohol or other substances, that may affect their ability to care for their child, arrive to collect their child the nursery will refuse to release the child into their care. If it is deemed necessary the nursery will continue to care for the child with two members of staff present whilst the parent/carer makes alternative arrangements for their child's collection. Surrey safeguarding procedures will then be followed after seeking advice from C-SPA (Children's Single Point of Access) 0300 470 9100.

Should a child be found in the possession of alcohol/other substances on the premises, for example in their bag, then the item(s) will be removed and kept in a lockable cupboard inaccessible to the children. The manager or DSL will be informed. The parent/carer will be contacted and asked to collect the alcohol/other substances. If they refuse to do so, the nursery will dispose of the alcohol in an appropriate manner.

A discussion will take place between the manager/DSL and the parent/carer to identify reasons for the presence of the alcohol or other substances. Following this discussion the Manager will seek advice from C-SPA (Children's Single Point of Access) 0300 470 9100 and this advice will be followed.

If staff suspect that an illegal act has occurred regarding the possession of drugs on the premises the police will be informed and all substances handed over to them.

Should **any** of the above incidents occur, full details will be documented in writing, signed and dated and kept in a lockable cabinet.

If a practitioner needs to take any medication that may impair their ability to care for children, that person should seek medical advice before attending the nursery. They must also inform the manager as soon as possible of the reason for the medication. They will be able to return to work providing the advice is that the medication is unlikely to impair their ability to care for children.

Signed: Ruth Claydon

Date: 28th January 2020

Review Date: January 2021