

Smoking, Alcohol and Drugs

Little Pippins strongly prohibits the use or possession of cigarettes, alcohol and illegal drugs on our premises – both indoors and outdoors -at anytime. If staff, students, volunteers or children are found to have broken the rules in respect of this policy, it will be treated as a disciplinary matter.

All staff will be made aware of the provisions of this policy during their induction, including the importance of their setting a positive example to children. Any contravention of the provisions of this policy will be dealt with under Little Pippins Staff Disciplinary Procedures within the provisions of the Staffing and Behaviour Management policies.

Drugs

Staff, students, or volunteers who arrive at the setting and are suspected to be under the influence of drugs and considered unfit to work, will be asked to leave immediately and disciplinary procedures implemented.

If staff are found in possession of illegal drugs, serious disciplinary action will follow.

In cases where staff are taking prescribed drugs that may affect their ability to function effectively at work, the Senior Practice Manager must be informed as early as possible.

If a member of staff has good reason to suspect that a parent/carer is under the influence of illegal drugs when they drop off or collect their child, they have a duty to inform both the Senior Practice Manager, or if she is not present, her deputy and the Little Pippins' designated Child Protection Officer, according to the provisions of the Safeguarding Children policy.

In such circumstances, the Senior Practice Manager and the designated Child Protection 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 illegal drugs.

Where an illegal act is suspected to have taken place, the police will be called.

Alcohol

Staff, students or volunteers who arrive at the setting clearly under the influence of alcohol, will be asked to leave immediately and disciplinary procedures will follow.

Staff will not to bring alcohol onto Little Pippins premises.

If a member of staff has good reason to suspect that a parent/carer is under the influence of alcohol 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 Senior Practice Manager and the Pre-school's designated Child Protection Officer, according to the provisions of the Safeguarding Children policy.

The Senior Practice Manager and the Pre-school's Child Protection 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 over the legal alcohol limit.

Where an illegal act is suspected to have taken place, the police will be called.

Ofsted may be informed (Ofsted telephone number 0300 123 1231).

Occasionally bottles including alcohol may be collected for fundraising events. This may be stored temporarily in the office, which is locked when not in use, until a member of the fundraising team can collect it.

Smoking

Smoking is not permitted anywhere on the premises, inside or outside. This rule applies equally to staff, students, volunteers, children, parents/carers or any other visitors. All staff, parents and volunteers are made aware of our No-smoking Policy at induction visits and in handbooks. No-smoking signs are displayed.

Staff who smoke during working hours and travelling to and from work must not do so whilst wearing Little Pippins uniform, or must at least cover the uniform.

If a child is found in possession of cigarettes on the premises, they will be confiscated and their parent/carer informed at the end of the session.

Staff who smoke do not do so during working hours, unless on a break and off the premises. Staff who smoke during their break make every effort to reduce the effect of the odour and lingering effects of passive smoking for children and colleagues

This policy was adopted at a meeting of Little Pippins Pre-school

Held on: 2nd July 2018

Signed on behalf of the Management Committee: *Vicky Lay*

Role of signatory: Chair

Review date: 2019