

# Smoking, Alcohol and Drugs

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**Little Pippins strongly prohibits the use or possession of cigarettes, alcohol and illegal drugs on our premises – both indoors and outdoors -at any time. 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 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 Manager, or if she is not present, her deputy and the Little Pippins' Designated Safeguarding Lead, according to the provisions of the Safeguarding Children policy.

In such circumstances, the Manager and the Designated Safeguarding Lead 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 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 Manager

and the Pre-school's Designated Safeguarding Lead, according to the provisions of the Safeguarding Children policy.

The Manager and the Pre-school's Designated Safeguarding Lead 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.

E-cigarettes are not permitted to be used on the premises

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.

Staff who smoke or use e-cigarettes during their scheduled breaks go well away from the premises.

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.

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.

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

Held on: 17<sup>th</sup> May 2021

Signed on behalf of the Management Committee: *K Dee*

Role of signatory: Chair

Review date: 2022