

## ***No Smoking, Alcohol or Drugs Policy***

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Smoking, alcohol and drugs are prohibited on the Pre-school premises at any time. This also includes Ongar Place School grounds.

### **Smoking**

There is a no smoking sign displayed at all times in the setting. The 'No Smoking, Alcohol or Drugs Policy' also applies to parents, carers, visitors and students. Whilst Addlestone Preschool accept that e-cigarettes are a method to give up smoking nicotine, they are not permitted in front of the children whilst in the setting or immediate vicinity. Anyone found smoking on the premises will be asked to leave immediately.

Prospective staff, students and volunteers will be informed of the Policy at their interview and are required to sign that they abide by this Policy. Staff/students/volunteers found smoking in the grounds or on the premises will receive a verbal warning. If they persist then disciplinary procedures will be put into place.

### **Alcohol and Drugs**

Any staff member, student, visitor or volunteer who arrives at the setting clearly under the influence of alcohol or drugs will be asked to leave immediately. Preschool reserves the right to search employees, students, visitors or volunteers - or any of their property held on the premises at any time - if the 'No Smoking, Alcohol or Drugs Policy' has been contravened. Disciplinary procedures will then be instigated.

Practitioners taking medication which they believe may affect their ability to care for children should seek medical advice and only work directly with children if that advice is that the medication is unlikely to impair their ability to look after children.

If staff have reason to believe that a parent/carer is under the influence of alcohol or drugs when they drop off or collect their child the manager or Child Protection Liaison Officer must be informed. They will decide on the appropriate course of action. This may involve seeking advice from the Local Authority Duty Officer (LADO) on 0300 123 1006 or 0300 200 1650 if it is felt that the child cannot be reasonably cared for by the parent/carer. The Police will be called if the parent/carer has driven to or will be driving from Pre-school.