



Little Swans Day Nursery No Smoking, Drugs and Alcohol Policy

June 2017

EYFS: 3.56

At **Little Swans Day Nursery** we are committed to promoting children's health and well-being. This is of the upmost importance for the nursery. Smoking, drugs and alcohol has proved to be a health risk and therefore in accordance with legislation, the nursery operates a strict no smoking, drugs and alcohol policy within its buildings and grounds. It is illegal to smoke in enclosed places.

All persons must abstain from smoking, using drugs or drinking alcohol while on the premises. This applies to staff, students, parents, carers, contractors and any other visitors to the premises.

Staff accompanying children outside the nursery, are not permitted to smoke, take drugs or drink alcohol. We also request that parents accompanying nursery children on outings refrain from the above while caring for the children.

Staff must not smoke, take drugs or drink alcohol while wearing nursery uniform as it is essential that staff are positive role models to children and promote a healthy lifestyle. If staff choose to smoke during breaks they are asked to change into their own clothing and smoke away from the main entrance and to go outside the Library.

Staff are not permitted to consume alcohol during their contractual hours of work or to care for the children if they have consumed alcohol prior to commencing work. Consumption of alcohol is not permitted in the nursery or its grounds. The same applies to drugs other than those prescribed by the doctor and considered appropriate for intake while working with children. Misuse of prescription drugs and over the counter drugs, including legal highs is also prohibited at any time.

Prescribed drugs/ medication

Such medication must not be kept in a staff members personal belongings. It must be signed into the staff medication cabinet situated in the office/ staff room.

It is the responsibility of the person whom the medication belongs, to ensure the medication is stored correctly, well away from all children in the office. Staff needing take prescribed medication during their working hours, must do in the office/ staff room.

Parent / carer co – operation

- Parents and carers are not allowed to smoke, take drugs or consume alcohol while on the nursery premises.
- Parents and carers are forbidden to bring alcohol or drugs into the nursery grounds. Parents/ carers being abusive to children, staff members or other parents while on the premises will be asked to leave. The police may be called in this instance. In the event we will ask that someone comes to take responsibility of the child. I.E grandparents, auntie. If a carer has been abusive we will inform the parent and wait for them to collect

their child. The perpetrator will no longer be allowed into or near the nursery premises. In some cases it may be decided by nursery management to revoke the child's place. Under these circumstances no monies outstanding for the week will be reimbursed to the parent/ carer.

- Any supply of drugs via parent/ carer while on/ in nursery premises will result in loss of child place and result in information being shared with the police and local authorities.
- Cigarettes/ tobacco, lighters, alcohol, drugs/ prescribed medication is forbidden to be left in a child's bag/ belongings. These will be discarded by a staff member and the parent/ carer will be informed immediately. This may result in a child's place being revoked.

We have a nursery collection policy for a parent/ carer under the influence of alcohol or drugs. The following guidelines will apply:

We will manage the incident tactfully to ensure that the professional relationship with the family is maintained:

- If a senior staff member has any concerns regarding the child's welfare, we would endeavour to speak to the parent/ carer about the child's needs. Procedure will be followed in guidance with the nursery safeguarding policy and child protection procedures
- We will ensure that there is two staff present when speaking to a parent so staff do not jeopardise their own safety or the safety of others in these situations
- In the event that the parent/carer arrives at the nursery under the influence of alcohol and drugs we will ask that someone comes with the parent/carer to take responsibility of the child. Should this not happen, although we have no legal right to withhold a child from a parent/carer, we reserve the right to contact any relevant authorities that we deem appropriate such as the police, children's services etc... Any member of staff feeling threatened should contact the police in the first instance.
- Staff will make a full written report of the incident
- A child's safety is our main concern and as such this will determine the course of action taken

We respect that smoking is a personal choice, although as an organisation we support healthy lifestyles. We aim to help staff and parents to stop smoking by:

- Providing factsheets and leaflets
- Providing information of local help groups
- Providing details of the NHS quit smoking helpline - www.smokefree.nhs.uk
- Offering information regarding products that are available to help stop smoking

This policy will be monitored annually by management in consultation with staff and a report made to parents asking for their views and considerations to be taken into account.

This policy also applies to electronic cigarettes.

This policy was adopted on	Signed on behalf of the nursery	Date for review
[Insert date]		[Insert date]