

Written February 2022

Reviewed by JH 08/10/2024

## **SMOKING, DRUGS AND ALCOHOL POLICY**

For the sake of clarity – smoking refers to any practise involving cigarettes, cigars, roll ups, tobacco and vaping tools.

It is the intention of Humming Bees Day Nursery to promote and protect the health and wellbeing of its children, employees, and other visitors to the Nursery. It is recognised that smoking is bad for health and unpleasant to many users of buildings and services. We believe that those working with children are in a unique position to act as positive role models and have a responsibility to send out consistent messages about hazards of smoking. This also applies to alcohol and drug abuse.

This policy applies to all employees, parents, trainees, students, contractors and other users and visitors of the Nursery.

Smoking is strictly prohibited on or near the Nursery premises. In the case where staff choose to have a cigarette when on their break, this must be done at least 100m from the Nursery premises and the staff member must not wear the clothes they smoked in when re-entering the Nursery. Ideally hair should be covered when smoking, or else washed after smoking. Hands, face, and other exposed areas should be cleaned and free of any smoking residue.

Staff are not permitted to consume alcohol during their 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, buildings, or grounds.

The same applies to all drugs excluding those prescribed by a doctor and considered appropriate for intake while working with children.

Such medication must be put into a cabinet locked away in a secure drawer that children have no access to – located within the locked staff room. It is the responsibility of the person to whom the medication belongs to ensure the medication is stored correctly.

Misuse of prescription drugs and over the counter drugs, including legal highs, is also prohibited at any time.

### **Parent/Carer co-operation**

Parents/carers must not smoke, take drugs, or consume alcohol while on the Nursery premises. This includes trips with the Nursery off premises and in the presence of other children at Nursery.

Parents/Carers are forbidden to bring alcohol or drugs into the Nursery grounds. Parents/Carers being abusive to children, staff members or other parents whilst on the premises will be asked to leave. Police may be called in this instance. In the event we will ask that someone comes to take responsibility of the child (as named on their registration documents ( . If a Carer has been abusive, we will inform the parent and will wait for them to collect the child. Th perpetrator will no longer be allowed into or near the Nursery premises.

The Parent/Carer who has been abusive may be told to refrain from bringing their child to Nursery while an inquiry takes place. However, if the incident is severe enough to have police involved, the Parent/Carer may be told that their child's place has been revoked. Under these circumstances no monies outstanding will be reimbursed to the parent.

Cigarettes/tobacco and lighters, alcohol, drugs/medicine are forbidden to be left in a child's belongings/bag. These will be discarded by a staff member and the parent/carer will be informed immediately. This may result in the loss of a child's place.

All our staff have the right to work without concern of intimidation or assault. We will not accept this behaviour on the premises and will ask anyone who does not respect this to leave. We will take further action if this is not adhered to.

### **Procedure**

The incident will be managed 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 will endeavour to speak with the parent/carer about their child's needs – procedure will be followed in line with the Safeguarding Policy.

We will ensure that there are two staff present when speaking to a parent so that staff should not jeopardise their own safety or others in these situations.

If the parent/carer arrives at the Nursery under the influence of alcohol or drugs we will ask that someone comes with the parent/carer to take responsibility of the child.

Should this not happen we reserve the right to contact any relevant authorities we deem appropriate. Any member of staff feeling under threat should contact the police in the first instance.

Full written report will be made of the incident.