

## No Smoking, Vaping, Alcohol and Drugs Policy

This policy was written following the guidance from the Statutory Guidance for the Early Years Foundation Stage, 2023.

### No Smoking and Vaping

Bus Stop Pre - School premises are Non-Smoking and Vaping. This includes the smoking of E-cigarettes and Vapour cigarettes (Vaping).

Staff members, students, volunteers, parents and carers are not permitted to smoke in any area of the inside building or in any of the secure outside areas. No smoking signs are clearly displayed around the premises.

Staff members, students, volunteers and visitors are not permitted to smoke when out of the building on Trips or when travelling to and from the buildings with children. Staff members and volunteers are made aware of no smoking through our Staff Hand book. Students are made aware of no smoking through our Student Information sheet.

### No Alcohol or Illegal Substances

Alcohol or illegal substances are not permitted on the premises of Bus Stop Pre - School.

Staff members found to be under the influence or in possession of alcohol or illegal substances whilst children are in our care will be instantly dismissed. Please refer to Staff Hand book for details.

In the event that a parent / carer is believed to be under the influence of alcohol or illegal substances, staff members would approach them calmly and explain that they believe they are under the influence and suggest, for example, whether they thought it was a good idea to be responsible for a child and drive. At this point if the parent / carer understands staff concerns, the child's emergency contact would be called to collect the child. If the emergency contact was unable to collect, the children's social care team/police department will be contacted.

If staff members are unhappy to release a child to the person collecting as a result of their behaviour for example, aggression, as a result of being under the influence of drugs/alcohol. The Management team will contact the police department for advice. Also contact the child's emergency contact.

All staff members understand that they have no legal rights to prevent a child being taken by their legal guardian, however staff would endeavour to protect the child to the best of their ability. If the parent / carer takes the child from the setting, staff would advise them that it may be unsafe and that staff will be notifying the police and children's social care, as staff believe them to be under the influence of alcohol or illegal substances, thus putting a child at risk.

If circumstances prevent a parent /carer from caring for their child to the best of their ability, for example a parent arrives to collect their child, however are clearly unwell, staff will take action to assist the parent/carer.

#### Staff Members taking Medicine/other Substances

Staff members who are taking medication can only work directly with children if medical advice confirms that the medication is unlikely to impair their ability to care for and look after children. During regular Supervisions with staff members, they are asked to declare if they are taking medication that may impair their ability to care for and look after children. Also refer to Staff Hand Book for further advice.

For staff members who are taking medication in the short term, that is likely to impair their ability to care and look after children, however, they are still able to work, they will be given light duties for example, washing and cleaning. A risk assessment will be completed by the Management team to identify if they can work alongside another staff member with children, however not be placed in a position of responsibility or left alone with children (Please see Staff Handbook).

All staff medication is stored in the kitchen cupboards in a secure container and is out of reach of children. Staff members and students are asked to sign and complete a Staff and Student Medication/Treatment Form confirming they are suitable to work with children and to ensure the information regarding their medication is correct.

Depending upon the staff members/students medical condition, for example if they have epilepsy, a risk assessment will be carried out.

This policy was adopted in September 2006, to be reviewed annually.

This policy was reviewed in September 2023, to be reviewed in September 2024.

Signed by Owner \_\_\_\_\_ Manager \_\_\_\_\_

