

DRUG, SMOKING AND ALCOHOL MISUSE POLICY.

See also staff code of conduct, disciplinary and grievance procedures, safeguarding policy, administration of medicines

Statement of Intent

Box Preschool Playgroup prohibits the use of cigarettes, e-cigarettes, alcohol and illegal drugs on our premises 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 them setting a positive example to children. Any contravention of the provisions of this policy will be dealt with under Playgroup's staff disciplinary procedures.

Smoking

Smoking is strictly prohibited within Playgroup premises, indoors and outdoors. This rule applies equally to staff, students, volunteers, children, parents/carers or any other visitors.

Alcohol and Drugs Misuse

The definition of drugs is defined as 'a substance that people take to change the way they feel, think or behave' (**United Nations Office on Drugs and Crime**)

Alcohol and drugs are not permitted on Playgroup premises.

If a member of staff has good reason to suspect that a parent/carer is under the influence of alcohol or drugs 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 Supervisor who is also the designated safeguarding lead.

The Supervisor (DSL) 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 alcohol.

Where an illegal act is suspected to have taken place, the police will be called.

If a member of staff is found to be under the influence of alcohol or drugs they will be asked to leave immediately. This is classed as gross misconduct and may result in a disciplinary or dismissal (see Disciplinary and Grievance Procedures). OFSTED will be informed.

Members of staff taking medication will seek medical advice and only work directly with the children if the prescribed medication is unlikely to impair their ability to work safely. The members of staff must inform the supervisor about the medication they are taking.

Possession of toxic substances and/or illegal items

If any individual or child is found to have items of toxic substances and/or any illegal items in their possession, these will be removed immediately. The police/ children's social care team will be informed if the items are found to be illegal. Parent/carers will be informed.

Children

If a child in playgroup is found to be intoxicated by alcohol, drugs or any other toxic substance, appropriate medical attention will be provided and the parent/carers and social care team would be informed and the incident recorded.