



## Whiteley Preschool Smoking, Alcohol and Drug Policy

### **Legislation**

UN Convention on the Rights of the Child 1989 (1999)

The Children Act 1989

The Children Act 2004 (Every Child Matters)

The Medicines Act 1968

The Misuse of Drugs Act 1971

Control of Substances Hazardous to Health Regulations (COSHH)

Smoke Free Regulations 2007

### **Smoking**

The Children's health and well-being is of the utmost importance at the preschool. As with accordance with Smoke Free Regulations 2007, the preschool operates a strict NO SMOKING Policy within its building and grounds. Smoking/use of e-cigarettes is always prohibited in all areas of the preschool, including the area immediately outside the entrance to the community centre and the car park. The preschool will reduce the risks of second-hand smoking to as low as reasonably practicable.

You are respectfully required to abstain from smoking whilst on the premises. This rule applies to staff, students, parents, carers, visitors, contractors etc.

If you wish to smoke, you must do this in your own time either outside your normal hours of work or during your lunch break. You are not permitted to take additional smoking breaks during the day. Smoking areas must be sought with discretion and especially not near the building entrance or exit. Uniforms must not be worn. You must not smell of smoke at any time.

Failure to comply with the above rules is a disciplinary offence and will be dealt with in accordance with the preschool's disciplinary procedure. Where the smoking creates a clear health and safety hazard, then such behaviour constitutes potential gross misconduct and could render the employee liable to summary dismissal.

### **Alcohol**

Staff are not permitted to consume alcohol during their contracted hours of work or to care for the children if they have consumed alcohol prior to commencing work. Consumption of alcohol is not permitted anywhere in the building or grounds, and this includes doorways, entrances, walkways, playgrounds, or the car park. Any staff in breach of this policy will be subject to discipline procedure. Such behaviour constitutes potential gross misconduct and could render the employee liable to summary dismissal.

When fundraising events are run at the setting on weekends or evenings (out of normal working hours when staff are not responsible for the care of the children); then staff will be permitted to drink small quantities of alcohol. At such events staff remain representatives of the business and will be expected to behave respectfully, in line with the settings policies, always.

## Drugs

Staff are not permitted to consume illegal substances during their contracted hours of work or to care for the children if they have consumed them prior to commencing work. Consumption of illegal substances will not be permitted anywhere in the building or grounds, and this includes doorways, entrances, walkways, playgrounds, or the car park. Any staff in breach of this policy will be subject to potential gross misconduct and could render the employee liable to summary dismissal.

Prescription and over the counter medicines must be locked away so that the children have no access to them. It is the responsibility of the person to whom the medication belongs, to ensure the medication is stored correctly, well away from all children. Misuse of prescription drugs and over the counter drugs, including legal highs is also prohibited at any time. Any staff in breach of this policy will be subject to discipline procedures. Such behaviour constitutes potential gross misconduct and could render the employee liable to summary dismissal. All employees must inform the Manager or a member of the leadership team if they have been prescribed a course of antibiotics or have taken over the counter painkillers and/ or medication during the working day; a medication form must be completed.

This Policy was adopted on 25<sup>th</sup> January 25<sup>th</sup> 20019

Reviewed 12<sup>th</sup> October 2021

Signed ..... Chairperson