



# Humpty Dumpty Pre-school

St. John's Church hall, The Glebe, Felbridge, Surrey. RH19 2QT  
Registered Charity: 1017357



Surrey County Council  
Early Years Quality Improvement Award

## Smoking Drug and Alcohol Policy

In this policy 'premises' refers to both inside and outside areas used by the children and 'all persons' refers to staff, students, volunteers, visitors, parents and carers.

### Aim

Humpty Dumpty Pre-school aims to provide a safe environment for all persons and therefore does not permit smoking, alcohol or drugs on its premises.

### Smoking

Smoking is strictly prohibited within the Pre-school premises, including outside areas, which all persons attending the Pre-school should adhere to. This policy also applies to persons using E-cigarettes.

Any person found to be smoking on the premises will be asked to leave immediately and employees will be liable to a disciplinary procedure.

### Alcohol

If any person arrives at the setting clearly under the influence of alcohol, they will be asked to leave immediately. In the event of it being a member of staff, they will be liable to a disciplinary procedure and advice from the Local Area Designated Officer (LADO) may be sought.

Any parent, dropping off or collecting their child, deemed to be under the influence of alcohol is considered as a safeguarding risk and will be asked to leave immediately. Each case will be measured individually and will be at the discretion of the Pre-school Manager and the Designated Safeguarding Lead (DSL). Appropriate measures will then be put in place for the safety of the child in accordance with our Safeguarding policy. Children will not be allowed to be taken from the Pre-school, if the person collecting is deemed under the influence of alcohol, until alternative arrangements for collection have been made. It may be necessary to inform the Multi Agency Safeguarding Hub (MASH).

If a child was found to have alcohol on the premises, it would be confiscated immediately. The child would be asked as to why they had alcohol and a written report would be completed. If deemed appropriate, parents would be informed or if it was deemed the child could be at risk from significant harm, procedures from our Safeguarding policy would be followed.

### Drugs

The procedure for any person arriving at the setting under the influence of drugs is the same as for alcohol.

Staff having to take medication must seek advice from their GP, regarding their suitability to work with children. If any sudden side effects become apparent, staff must immediately stop work and notify the Manager. Staff must inform the Manager of any medication they are taking and declare it on the Declaration of Health form. Any medication brought in to the setting must remain and only be taken in the kitchen. It must be clearly labelled.

If any child is found with drugs on their person, they will be confiscated immediately. The child would be asked as to why they had the drugs and a full report would be written. Parents would be notified immediately and in the event of suspicious circumstances such as an illegal act had taken place, the police would be informed.

This policy was adopted for Humpty Dumpty Pre-school on Friday 30<sup>th</sup> June 2017.

Signed ..... (Chair)      Date .....