

Banwell Buddies Drugs, No-Smoking and Alcohol Policy

Statement of Intent:

Our pre-school must be a safe and secure environment for the children in our care. The safety of the children is of paramount importance at all times. Anybody working with the children must be capable of taking responsibility for the children.

We comply with health and safety regulations and the Safeguarding and Welfare Requirements of the Early Years Foundation Stage, in making our setting a no-smoking environment, both indoors and outdoors.

Method:

- Alcohol is not permitted on the premises.
- Prescribed drugs required by staff must be kept in a locked cupboard and away from children at all times.
- Non-prescribed drugs belonging to staff must be kept away from children in a lockable container.
- Prescribed drugs, including inhalers, required by the children, should be clearly labelled and only administered by staff with written instructions and permission from parents/carers. These medicines will be stored appropriately and out of reach of children at all times.
- Any abuse of drugs, alcohol or solvents will not be tolerated.
- If a member of staff arrives at pre-school under the influence of alcohol or non-prescribed drugs and in the opinion of the leader or deputy is unfit for work, s/he will be asked to leave the pre-school immediately.
- There is to be no alarm caused to the children and at no time should the unfit person be responsible for any child.
- The member of staff will be considered unfit for work and the missed session will be recorded as sick leave. Before the member of staff returns to work there must be a meeting involving the Chair of the Management Committee, the leader on duty when the incident occurred and the member of staff concerned. The purpose of the meeting will be to discuss the events leading up to the incident, determining any additional support necessary and consequently following the appropriate disciplinary procedures.
- Staff are required to inform the management of any prescribed medication required, and complete an annual Health Questionnaire.
- If any parent/carer who arrives to pick up a child who appears to be under the influence of alcohol or drugs Banwell Buddies staff will not be permitted to release the child into their care. In this event we will follow our non-collection procedure to ascertain if a responsible adult can be contacted to collect the child.
- All staff, parents and volunteers are made aware of our No-Smoking Policy.
- We display no-smoking signs.

- Staff who smoke do not do so during working hours, whilst at or around the the Banwell Buddies building.

We want our pre-school to be a happy, secure and safe environment for the children. Any abuse of alcohol or drugs will not be tolerated, and any person who appears to have misused any substance will be required to leave the premises.

Legal Framework:

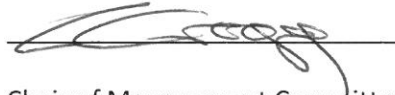
The Smoke-free (premises and enforcement) Regulations (2006)

The Smoke-free (signs) Regulations (2007)

This Policy was adopted at the meeting of: Staff at Banwell Buddies

Held on: September 2018

Signed on behalf of the Committee:

A handwritten signature in black ink, appearing to be 'L. Cooper', written over a horizontal line.

Role of Signatory: Chair of Management Committee

Last update: 06/11/2018