

Smoking and substances

Smoking (including tobacco and e-cigarettes)

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 unless on a break and off the premises.

Staff who smoke during their break make every effort to reduce the effect of the odour and lingering effects of passive smoking for children and colleagues.

Substances

No one is permitted to drink alcohol on the premises within opening hours, or to use illegal substances within the pre-school at any time.

No child will be released to an adult who, in our opinion, appears to be under the influence of alcohol or illegal substances. A second contact will be telephoned and asked to accompany the child home. In extreme circumstances, or if staff are unable to contact another suitable adult, the police or social services may need to be contacted. Designated child protection officer will be notified.

Any staff who arrive at work inebriated will be sent home immediately. A member of the management team will then ensure that ratios are maintained. The management would meet with that staff member to decide on an appropriate course of action.

Staff not abiding by the policy will receive a formal warning and the disciplinary procedure is implemented.

Legal framework

- The Smoke-free (Premises and Enforcement) Regulations 2006
- The Smoke-free (Signs) Regulations 2007
- The United Nations Conventions on the Rights of the Child 1989
- The Health and Safety at Work Act 1974

This policy was adopted at a meeting of Melbourn Playgroup and Out of School Club CIO Management Committee

Held on	19 th January 2022
Date to be reviewed	As and when necessary
Signed on behalf of the management committee	
Name of signatory	Sarah Toule
Role of signatory (e.g. chair/owner)	Chair