



Madley, Herefordshire, HR2 9PH  
Charity Number: 1026852  
Tel: 01981 25146

## **Smoking, Drugs and Alcohol Policy**

### **Policy Statement**

Alcohol and drug mis-use can have an adverse effect not just on an individual but on their colleagues and the public. Madley Pre-School prohibits the use of cigarettes, alcohol and illegal drugs on our premises at any time.

If staff or volunteers 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 the children in their care.

### **Drugs**

Staff or volunteers who arrive at Pre-School and are suspected to be under the influence of drugs and considered unfit to work, will be asked to leave immediately and disciplinary procedures implemented.

If staff are found in possession of illegal drugs, serious disciplinary action will follow.

In cases where staff are taking prescribed drugs that may affect their ability to function effectively at work, the Manager must be informed as early as possible.

If a member of staff has good reason to suspect that a parent/carer is under the influence of illegal drugs when they drop off or collect their child, they have a duty to inform both the Manager, **Fiona Batstone** and the setting's designated Safeguarding lead; **Fiona Batstone** or **Emma Gray** according to the provisions of the Safeguarding Children policy.

In such circumstances, the Manager and the Pre-School's designated Safeguarding lead; 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.

The use, possession, storage, transportation, promotion and/ or sale of drugs is forbidden on the premises of Madley Pre-School and is a breach of this policy and the law. Madley Pre-School will take appropriate action including disciplinary action up to and including dismissal. Where an illegal act is suspected to have taken place, the police will be called.

## **Alcohol**

Staff or volunteers who arrive at Pre-School clearly under the influence of alcohol, will be asked to leave immediately and disciplinary procedures will follow.

Staff are strongly advised not to bring alcohol onto the premises.

Staff are not permitted to drink alcohol during working hours. (These are said to be hours when the Pre-School is open and children are in attendance, regardless of whether that member of staff is 'working' at the time).

If a member of staff has good reason to suspect that a parent/carer is under the influence of alcohol 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 Manager and Pre-School's designated Safeguarding Lead; **Fiona Batstone** or **Emma Gray**, according to the provisions of the Safeguarding Children policy.

The Manager and Pre-School's designated Safeguarding lead 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.

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

## **Smoking**

Smoking is not permitted anywhere on the Madley Pre-School premises. This rule applies equally to staff, students, volunteers, children, parents/carers or any other visitors.

## **Prescribed Medication**

This policy does not stop staff from using prescribed medication, over the counter medication or herbal remedies. However, some medications can make people feel drowsy and may affect their work performance or the safety of themselves and others. If a member of staff is taking any medication they should...

- Check the possible side effects and consult with a doctor or pharmacist about the effects these may have on their ability to work at Madley Pre-School.
- Inform the Manager, who will, if necessary, make alternative duty arrangements for them.

This policy was adopted by:

Madley Pre-School

On:

July 2022

Date to be reviewed:

July 2023

Signed on behalf of the provider:

Name of signatory:

Fiona Batstone

Role of signatory:

Manager