



# St Tudy Pre-school

## Smoking, Alcohol and Drugs

Our pre-school strongly prohibits the use or possession of cigarettes, alcohol and illegal drugs on our premises at anytime. If staff, students, volunteers or children are found to have broken the rules in respect of this policy it will be treated as a very serious 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 children. Any contravention of the provisions of this policy will be dealt with under the pre-schools Disciplinary & Grievance Procedures.

### Drugs

Staff, students, volunteers who arrive at the pre-school clearly under the influence of illegal drugs, will be asked to leave immediately and disciplinary procedures implemented.

If staff are found in possession of illegal drugs, serious disciplinary actions 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 immediately.

If a member of staff has good reason to suspect that a parent/guardian/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 and the designated Safeguarding Children/Child Protection Officer, according to the provisions of the Safeguarding policy.

In such circumstances, the manager and the Safeguarding Children/Child Protection Officer 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.

Staff will make all possible efforts to ensure that children are not allowed to travel in a vehicle driven by someone who is clearly under the influence of illegal drugs/drink.

Where an illegal act is suspected to have taken place the police will be called, further procedures will be taken including Ofsted being notified, suspension of employment/or access to our services and there will then be a Committee hearing to discuss next actions and which, if not already, other authorities will be notified.

### Alcohol

Staff, students, volunteers or children who arrive at the 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 pre-school's premises.

If a member of staff has good reason to suspect that a parent/guardian/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 the designated Child Protection Officer, according to the provisions of the Safeguarding Policy.

The manager and the Safeguarding Children/Child Protection Officer 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.

Staff will make all possible efforts to ensure that children are not allowed to travel in a vehicle driven by someone who is clearly over the legal alcohol limit.

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

