

### SECTION 3

**Safeguarding and Welfare Requirement:** The provider must take all necessary steps to keep children safe and well

## **Oakwood Nursery**

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

**Our Nursery strongly prohibits the use or possession of cigarettes, alcohol and illegal drugs on our premises at anytime. If staff, students, volunteers or parents/carers 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 Nursery's Staff Disciplinary Procedures and Behaviour Management policies.

#### **Drugs**

Staff, students, volunteers or parents/carers who arrive at the Nursery 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 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 and the designated Child Protection Officer, according to the provisions of the Child Protection policy.

In such circumstances, the Manager and the 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.

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

## **Alcohol**

Staff, students or volunteers who arrive at the Nursery 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 Nursery's premises.

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 the designated Child Protection Officer, according to the provisions of the Child Protection policy.

The Manager and the 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.

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

## **Smoking**

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

(July 2018)

1.4 Health and well-being	2.1 Respecting each other	3.2 Supporting every child	
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