



Burrough Green Playgroup

Registered Charity Number: 1031074

Burrough Green

Newmarket

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Staff Employment

11.2 Alcohol, drugs and smoking

Policy statement

We prohibit smoking, drugs and alcohol at the premises of Playgroup at any time including the outside area. All staff, parents/carers, students and volunteers will be made aware of the policy.

Smoking

Burrough Green Playgroup aims to 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.

Procedures

- All staff, parents and volunteers are made aware of our Smoking Policy.
- No-smoking signs are displayed prominently.
- The Smoking Policy is stated in information for parents and staff.
- Staff who smoke do not do so during working hours, unless on a break and off the premises.
- E-cigarettes not permitted to be used on the premises.
- Staff who smoke or use e-cigarettes during their breaks go well away from the premises.
- Staff who smoke during their break make every effort to reduce the effects of odour and passive smoking for children and colleagues.
- Smoking is not permitted in any vehicles belonging to the setting.
- Staff are made aware that failure to adhere to this policy and procedures may result in disciplinary action.
- It is a criminal offence for employees to smoke in smoke-free areas, with a fixed penalty of £50 or prosecution and a fine of up to £200.

Alcohol

If a volunteer, trustee, student or parent/carer arrives at the setting clearly under the influence of alcohol, they will be asked to leave the premises immediately. If a member of staff is under the influence of alcohol, disciplinary procedures will be initiated against them.

If a member of staff has good reason to believe that a parent/carer is under the influence of alcohol when dropping children off to playgroup, the member of staff will inform the Manager, who will then take the appropriate course of action in accordance to the safeguarding policies.

If a child was found in possession or under the influence of alcohol at the setting, the parent/carer will be informed and the police will be called on the basis of a suspicious illegal act being taken place.



Working together with Burrough Green Primary School





Drugs

If a volunteer, trustee, student or parent/carer arrives at the setting clearly under the influence or in possession of drugs, they will be asked to leave the premises immediately. If a member of staff arrives under the influence of drugs disciplinary procedures will be initiated against them.

If a member of staff has good reason to believe that a parent/carer is under the influence of drugs when dropping off a child to Playgroup, the member of staff will inform the Manager, who will then take the appropriate course of action in accordance to the safeguarding policies.

If a child was found in possession or under the influence of drugs at the setting, the parent/carer will be informed and the police will be called on the basis of a suspicious illegal act being taken place.

If a visitor turned up at the setting while under the influence of drugs or alcohol, they will not be given permission to enter the building.

This policy was adopted by Burrough Green Playgroup (name of provider)

On _____ (date)

Date to be reviewed _____ (date)

Signed on behalf of the provider _____

Name of signatory _____

Role of signatory _____

Reviewed by _____

Name of signatory _____

Date _____

Reviewed by _____

Name of signatory _____

Date _____