



SIMPLY PENDOYLAN

SMOKING, ALCOHOL AND DRUGS POLICY

Smoking (including vaping and e-cigarettes)

- Smoking, vaping, and use of electronic cigarettes are prohibited in all public buildings in line with current legislation.
- Smoking is strictly prohibited anywhere on the premises, including outdoor areas **within view of children**.
- This policy applies to all staff, visitors, parents/carers, and any other persons on site.
- Any staff member found breaching this policy may be **sent home without pay** and may be subject to disciplinary action if repeated.
- If a child is found in possession of cigarettes, vaping products, or other nicotine-related items, these will be confiscated and the parent/carer informed at collection.

Alcohol

- The consumption of alcohol during working hours is strictly prohibited.
- Staff must not attend work under the influence of alcohol.
- Any person suspected of being under the influence may be refused entry or required to leave the premises and will be subject to investigation and potential disciplinary action.
- Staff must not bring alcohol onto the premises.
- If a child is found in possession of alcohol, it will be confiscated and the parent/carer informed.

Drugs (including medication)

- Anyone attending the setting under the influence of illegal drugs will be asked to leave immediately. Staff will be subject to disciplinary procedures.
- If a child is found in possession of illegal drugs, the parent/carer will be informed.
- Staff must declare any prescribed medication that may affect their ability to work safely. A risk assessment will be completed by the manager.
- All staff medication must be stored securely and kept out of reach of children at all times.

Safeguarding Children

- All staff have a duty to report concerns if a parent/carer appears to be under the influence of alcohol or drugs when dropping off or collecting a child.
- Concerns must be reported immediately to the Manager and the Designated Child Safeguarding Officer (CSO), who will determine appropriate action.
- Where a parent/carer is believed to be unfit to drive due to alcohol or drug use, staff will take reasonable steps to prevent the child leaving in their care.
- If necessary, the police will be contacted to ensure the child's safety.