No Smoking, Drugs and Alcohol

At Westfield Playgroup we are committed to promoting children’s health and well-being. This is of the upmost importance for playgroup. Smoking, drugs and alcohol has proved to be a health risk and therefore in accordance with legislation, playgroup operates a strict no smoking, drugs and alcohol policy within its buildings and grounds. It is illegal to smoke in enclosed places.

All persons must abstain from smoking, vaping, using drugs or drinking alcohol while on the premises. This applies to staff, students, parents, carers, contractors and any other visitors to the premises.

Staff accompanying children outside the playgroup, are not permitted to smoke, vape, take drugs or drink alcohol. We also request that parents accompanying playgroup children on outings refrain from the above while caring for the children.

Staff must not smoke, vape, take drugs or drink alcohol while wearing playgroup uniform as it is essential that staff are positive role models to children and promote a healthy lifestyle. If staff choose to smoke during breaks, they are asked to change into their own clothing and smoke away from the playgroup grounds.

Staff are not permitted to consume alcohol during their contractual hours of work or to care for the children if they have consumed alcohol prior to commencing work. Consumption of alcohol is not permitted in playgroup or its grounds. The same applies to drugs other than those prescribed by the doctor and considered appropriate for intake while working with children. Misuse of prescription drugs and over the counter drugs, including legal highs is also prohibited at any time.

**Prescribed drugs/ medication**

In cases where staff, students and volunteers are taking prescribed drugs that may affect their ability to function effectively at work, the manager must be informed as early as possible and staff need to have a letter from their GP stating they are fit to work. Such medication must not be kept in a staff member’s personal belongings. It must be locked away in the kitchen cupboard. It is the responsibility of the person whom the medication belongs, to ensure the medication is stored correctly, well away from all children. Staff needing take prescribed medication during their working hours, must do so in the kitchen out of sight of the children.

**Parent / carer co – operation**

* Parents and carers are not allowed to smoke, vape, take drugs or consume alcohol while on playgroup premises.
* Parents and carers are forbidden to bring alcohol or drugs into playgroup grounds. Parents/ carers being abusive to children, staff members, visitors or other parents while on the premises will be asked to leave. The police may be called in this instance. In the event we will ask that someone comes to take responsibility of the child. I.E grandparents, auntie. If a carer has been abusive, we will inform the parent and wait for them to collect their child. The perpetrator will no longer be allowed into or near the playgroup premises. In some cases it may be decided by playgroup management to revoke the child’s place. Under these circumstances no monies outstanding for the week will be reimbursed to the parent/ carer.
* Any supply of drugs via parent/ carer while on/ in playgroup premises will result in loss of child place and result in information being shared with the police and local authorities.
* Cigarettes/ tobacco, lighters, vape, alcohol, drugs/ prescribed medication is forbidden to be left in a child’s bag/ belongings. These will be discarded by a staff member and the parent/ carer will be informed immediately. This may result in a child’s place being revoked. We have a playgroup collection policy for a parent/ carer under the influence of alcohol or drugs. The following guidelines will apply: We will manage the incident tactfully to ensure that the professional relationship with the family is maintained:
* If a senior staff member has any concerns regarding the child’s welfare, we would endeavour to speak to the parent/ carer about the child’s needs. Procedure will be followed in guidance with playgroup’s safeguarding policy and child protection procedures
* We will ensure that there is two staff present when speaking to a parent so staff do not jeopardise their own safety or the safety of others in these situations
* In the event that the parent/carer arrives at playgroup under the influence of alcohol and drugs we will ask that someone comes with the parent/carer to take responsibility of the child. Should this not happen, although we have no legal right to withhold a child from a parent/carer, we reserve the right to contact any relevant authorities that we deem appropriate such as the police, children’s services etc… Any member of staff feeling threatened should contact the police in the first instance.
* Staff will make a full written report of the incident
* A child’s safety is our main concern and as such this will determine the course of action taken

Note: When referring to smoking throughout the policy it also includes the use of ECigarettes/ Vapour pens and electronic cigarette these are also not prohibited for use in playgroup under the guidelines of this policy.