



## Smoking, Alcohol and Drugs Policy

January 2018

It is our intention to make our setting safe and healthy for all children and their families. We aim to ensure that children attending the setting are kept safe from exposure to smoking, alcohol and drugs.

In order to achieve this aim, we:

- Operate a no smoking policy. All areas on site are non-smoking and members of staff are expected not to smoke during working hours. If a member of staff is found to have breached this policy it will be dealt with in line with our stated disciplinary policy.
- Drugs and alcohol are banned from the premises.
- If a member of staff on reporting for work appears intoxicated, the other member of staff present must immediately contact the nursery owner (Kenarik Esraeilyan, 07948804920). The member of staff will be immediately suspended from duty and sent home.
- A replacement member of staff will be brought in. The owner will ensure that the nursery has sufficient qualified staff in place before opening to children.
- A full investigation of the incident will be carried out by the nursery owner who will decide in line with our stated disciplinary policy, what action will be taken.
- Throughout, our primary concern will be the welfare of the children.
- We will also endeavour to support our staff if they have a problem related to misuse of drugs or alcohol but in no way will this be permitted to impact on the safety and quality of care we provide to the children in our care.