



## **Alcohol and Substance Misuse Policy**

**At Little Bicks we are committed to promoting the health and well-being of children and their families. We do not condone the misuse of drugs, including alcohol, or smoking. The use of alcohol, illegal drugs or tobacco including all variations of vaping is forbidden within the grounds of Little Bicks and the immediate encompassing areas (including the building, car park and grounds).**

### **What we aim to do**

Little Bicks aims to protect the physical, psychological and emotional well-being of all children using the Nursery, their families, and staff. All staff and volunteers are made aware of this policy during their induction, any breach of the provisions will be dealt with under the Staff Disciplinary Procedures and Management Policies.

### **How we will achieve this:**

#### **Illegal drugs and alcohol**

- Illegal drugs are forbidden anywhere on the site (grounds and building). This applies to all children and families using the facilities, all staff and student/placement volunteers. It also applies to all parents/carers, staff and volunteers taking part in off- site activities organised by the Nursery.
- Alcohol should not be consumed on the Nursery premises at any time that the nursery is renting the building.
- Staff members, parents and carers should not bring alcohol, for consumption on to the premises at any time that the nursery is renting the building.
- Any staff member who appears to be under the influence of alcohol, illegal drugs, will be asked to leave the premises immediately. Where necessary, disciplinary procedures will begin. If there are serious concerns about a staff member's use of drugs or alcohol outside of their working hours we will review the impact in line with our Safeguarding Policy.
- Practitioners taking medication which they believe may affect their ability to care for the children within the setting should seek medical advice. Staff members should only resume their normal duties when they have been advised that the medication will not impede their ability to fulfil their role. Supervision meetings contain a section about medication use.

- Use or supply of illegal drugs or solvents on the premises will be treated with the utmost seriousness. Where illegal substances are discovered we will inform the Police. No staff member should attempt to analyse or taste an unidentified substance.
- Young children should never be in possession of alcohol, tobacco, matches, lighters, sniffable products or any illegal drug at any time. If any child is found in possession of an illegal drug or solvent, it will be confiscated by the Nursery in the presence of a witness and put in a locked drawer/cupboard in the office. We will inform social services and the police. Parents/carers will be informed, and a record of the incident will be kept.
- If any child is thought to be 'under the influence' medical help will be sought at once and first aid given if required. We will inform social services and the parents.

#### **A parent/carer wishing to collect a child while under the influence of drugs or alcohol**

- No staff member will deal with this situation without full support. Where parents/carers appear to be under the influence of alcohol or drugs that will impair their ability to care for their child(ren), we will do our best to persuade the parent/carer to keep their child(ren) on the premises (if suitable care is available) or to find an alternative appropriate adult to come and escort them home and provide care. Children will not be allowed to leave with a parent or carer who is deemed under the use of drugs or alcohol if we believe them to be a danger to the child. We will do our utmost to contact other carers (Parent or Guardians) from the child's record forms. If this is unsuccessful, we will contact social services in line with our Safeguarding Policy.
- If there are concerns about the impact of a parent/carer's substance misuse upon the child(ren) outside of the Nursery we will follow our Safeguarding Policy.
- Any parent collecting a child from the premises smelling of alcohol, but who does not appear to be under the influence of alcohol, will be questioned on this aspect, a parent/carer displaying responses of a sound mind and ability will be allowed to take the child. The parent will be informed that a note of concern will be added to their file and continual re-occurrences may result in a referral to Children's Social Services should the Nursery deem the child to be 'at risk'.

#### **Smoking**

- All staff, parents and volunteers are made aware of our no-smoking policy.
- We display no-smoking signs.
- The no-smoking policy is stated in our information for parents.
- We actively encourage no-smoking by having information for parents and staff about where to get help to stop smoking if they are seeking this information.
- Staff who smoke do not do so during working hours unless on a break and off the entirety of the premises owned by the owners of the building renting to the nursery. They must then

try to reduce the smell of the cigarette odour to limit passive smoking for children and colleagues.

- Staff who smoke during their break make every effort to reduce the effect of the odour and lingering effects of passive smoking for children and colleagues.
- E-cigarettes are not permitted to be used on the premises.

Staff accompanying children outside the setting are not permitted to smoke, for example, whilst on an outing. Staff must act as a positive role model to the children and promote a healthy lifestyle.

Date policy was reviewed	March 2023
This policy is due for review before	March 2024