

# InceyWinceys Day Nursery

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## Smoking, Drug and Alcohol Policy

We comply with health and safety regulations and the Welfare Requirements of the EYFS and ensure that the nursery is a smoke free environment both indoors and outdoors.

From 1<sup>st</sup> July 2007, all workplaces became smoke free in line with the legislation- Smoke-free (Premises and Enforcement) Regulations 2006.

### SMOKING

- All staff, parents and volunteers are made aware of our non-smoking policy and that it is illegal to smoke indoors.
- There is no smoking on the premises of Incey Winceys Day Nursery or Preschool. This includes e-cigarettes.
- Staff who smoke only do so at their break time, and must go outside and stay well away from the premises.
- Staff who smoke during their break time should make every effort to reduce the effect of the odour and lingering effects of passive smoking for children and colleagues.
- Parents and staff are asked not to smoke in view of the premises or around children.
- We reserve the right to escort parents or members of staff away from the premises if they smoke within view or close proximity to the settings. This particularly applies to smoking near open windows or doors as this poses a risk of second-hand smoke entering the building.
- As carers we are role models and we teach the children about healthy lifestyles.

There are no smoking signs in both the nursery and the preschool.

### ALCOHOL AND DRUGS

The nursery also operates a no alcohol or non-medicated drugs policy (this does not include general painkillers, or prescribed drugs).

- If a member of staff comes to work at the Nursery and is under the influence of non-prescription drugs or alcohol, they will be asked to

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leave immediately and advised to go home safely. This will be followed by disciplinary action.

- Members of staff suspected of misusing drugs or alcohol at work will be investigated under the disciplinary procedures.
- Staff on any prescribed drugs must inform the Management Team. If the Management is on any prescribed medication, they must inform Hannah Ince or OFSTED to ensure the proper risk assessments can be carried out.
- Members of staff are responsible for checking the side effects of any medication given to them by a medical professional and for updating the health and suitability declaration as needed.
- Parents must be aware that if staff feel they are under the influence of alcohol or drugs to the extent that it may put the child at harm, they are duty bound to report these concerns to the authorities.
- Staff will question parents who have driven to nursery if they feel they would be a danger to the child or to members of the public, and report to the police as appropriate.