



Smoking, Drugs and Alcohol Policy

Arrangements for Review:

Jim Duncan is responsible for the implementation of this policy and conducting regular reviews. This policy was adopted in July 2010 and will be reviewed in **November 2011**

Policy Context:

Seashells and Sheerness Neighbourhood Nursery 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 is forbidden across the whole of the Seashells site (including the building, car park and grounds).

This policy is linked to other centre policies including: Health and Safety, Risk Management, Partnership with Parents, Medication, Contact and Collection, Staffing, First Aid, Outings and Transport, and Child Protection.

This policy is informed by the following legislation:

- UN Convention on the Rights of the Child
- The Children Act 1989
- The Children Act 2004
- The Medicines Act 1968
- The Misuse of Drugs Act 1971
- Control of Substances Hazardous to Health Regulations (COSHH)

Aims:

- To protect the physical, psychological and emotional well-being of all children using the centre, their families, and centre staff.
- To protect children and staff wherever possible from second-hand smoke.
- To provide a clear message to all parents/carers, staff, volunteers and visitors using the centre about our policies on smoking, illegal drugs and alcohol
- To provide appropriate support to any child thought to be at risk.
- To follow the law around smoking, illegal drugs and alcohol.
- To set out clearly our policies surrounding the use and storage of legal and prescribed medicines.

Definition

A drug is defined as, 'a substance that people take to change the way they feel, think or behave'

(United Nations Office on Drugs and Crime)

This policy will encompass all drugs under this definition:

- Alcohol
- Tobacco
- Other Legal drugs e.g. caffeine
- Over the counter medicines e.g. paracetamol, cough medicine
- Prescribed medicines
- Volatile substances e.g. aerosols, butane, petrol

Smoking:

- Since July 2007 it has been illegal to smoke in any enclosed or substantially enclosed public place or vehicle that is open to the public. In line with this law, smoking is forbidden anywhere within Seashells. We will display approved Smoke-

Free No Smoking signs clearly on all entrances to the centre, in the toilets, and throughout the building.

- Tobacco is only allowed on centre premises in the possession of adults and will be kept out of children's sight either in bags which will be kept in locked cupboards within the store room or in the kitchen cupboards (areas that the children do not have access to). It is the staff member's individual responsibility to ensure that tobacco products are kept away from service delivery areas.
- Anyone who attempts to smoke on the premises will be asked politely to take themselves off-site. In the event of someone becoming aggressive or abusive we will call the Police.
- Any staff members who smoke are required to leave the centre site when doing so. Arrangements for staff smoking breaks should be agreed with your line manager to ensure that these can be handled without affecting staffing ratios to supervise the children. Smoking breaks should be taken as part of official breaks and not as additional breaks.

Illegal drugs and alcohol:

- Illegal drugs are forbidden anywhere on the centre site (grounds and building). This applies to all children and families using the centre, 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 centre.
- Alcohol should not be consumed on the premises at any time.
- Staff members, parents and carers should not bring alcohol on to the children's centre premises at any time.
- Any staff member who appears to be under the influence of alcohol, illegal drugs, or legal drugs which prevent them from fulfilling their duties, 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 the staffing policies of the employing agency.
- Use or supply of illegal drugs or solvents on children's centre 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 centre staff in the presence of a witness and put in a locked drawer or in the Centre Manager's or Nursery Manager's office. We will inform social services and the police in line with our Child Protection Policy. 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/carers in line with our Child Protection policy.
- **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. If the parent/carer insists on leaving and we are concerned about the family's welfare, we will call Children's Social Services and seek a consultation with a duty social worker.

- Children will not be allowed to leave with a parent or carer who is deemed under the use of drugs or alcohol. 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 Child Protection policy.
- If there are concerns about the impact of a parent/carer's substance misuse upon the child(ren) outside of the centre we will follow our Child Protection policy.

Legal and prescribed drugs:

- Any medicinal drugs belonging to centre staff should be kept in a secure place (e.g. locked drawer or locker) away from children's reach.
- Any medicinal drugs that centre or nursery staff have agreed with parents/carers to administer to children should be kept securely in a locked cupboard out of children's reach. Only medicines which are in date, and displaying a pharmacist's label with the child's name and dosage on it will be administered by centre or nursery staff. They will only be given to children in line with the dosage instructions on the container. A record will be kept on the Family Contact sheet / other formal record so that if asked, we can provide a record of the care given to children by centre staff.
- Centre staff and Nursery staff are within their rights to refuse to administer any medicine to children that they are not comfortable with. This will be discussed with parents/carers when they ask staff to administer medicines to their children.
- No child is allowed to have legal or prescribed drugs (e.g. paracetamol) in their possession. Any required medication should be discussed with centre staff before any child is left in the care of the centre. Any legal or prescribed drug found on a child will be removed and stored in the Children's Centre office until the parents/carers return.

Policy Implementation

- All staff are made aware of this policy as part of their induction, reviews, and on-going training.
- All parents/carers are made aware of this policy and have opportunity to contribute to its review.

Arrangements for complaint:

These are defined in the Children's Centres Complaints Policy.