



## Lilliput Lane Nursery

The Little Nursery for Little Learners

### No Smoking, Alcohol and Substance Misuse

HSCS: 3.14, 5.17, 5.18

#### Smoking

At **Lilliput Lane Nursery** we are committed to promoting children's health and well-being. This is of the utmost importance for the nursery. Smoking has proved to be a health risk and therefore in accordance with legislation, the nursery operates a strict no smoking policy within its buildings and grounds. It is illegal to smoke in enclosed places.

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

Staff accompanying children outside the nursery are not permitted to smoke. We also request that parents accompanying nursery children on outings refrain from smoking while caring for the children.

Staff must not smoke while wearing nursery 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 main entrance.

We respect that smoking is a personal choice to smoke, although as an organisation we support healthy lifestyles. We aim to help staff and parents to stop smoking by:

- Providing factsheets and leaflets
- Providing information of local help groups
- Providing details of the NHS Health Scotland quit smoking support website
- Offering information regarding products that are available to help stop smoking
- Offering in-house support.

This policy also applies to electronic cigarettes.

#### Alcohol

Under the Health and Safety at Work Act 1974, companies have a legal requirement to provide a safe working environment for all of their employees.

Anyone who arrives at the nursery clearly under the influence of alcohol will be asked to leave. If they are a member of staff, the nursery will investigate the matter and will initiate



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the disciplinary process as a result of which action may be taken, including dismissal. Staff can still be under the influence of alcohol the day after the night before and staff should be aware of this, ensuring this is not the case when starting work.

If they are a parent the nursery will judge if the parent is suitable to care for the child. The nursery may call the second contact on the child's registration form to collect them. If a child is thought to be at risk the nursery will follow the safeguarding children/child protection procedure and the police/children's social services may be called.

If anyone arrives at the nursery in a car under the influence of alcohol the police will be contacted. Staff, students, parents, carers, visitors, contractors etc. are asked not to bring alcohol on to the nursery premises.

### **Substance misuse**

Anyone who arrives at the nursery under the influence of illegal drugs, or any other substance including medication, that affects their ability to care for children, they will be asked to leave the premises immediately. If they are a member of staff, an investigation will follow which may lead to consideration of disciplinary action, as a result of which dismissal could follow. If they are a parent the nursery will judge if the parent is suitable to care for the child. The nursery may call the second contact on the child's registration form to collect them. If a child is thought to be at risk the nursery will follow the child protection procedure and the police may be called.

The nursery will contact the police if anyone (including staff, students, volunteers, contractors and visitors) is suspected of being in possession of illegal drugs or if they are driving or may drive when under the influence of illegal drugs. If they are a member of staff serious disciplinary procedures will be followed.

If a member of staff is taking prescriptive medication that may affect their ability to work, they must inform the nursery manager as soon as possible to arrange for a risk assessment to take place.

### **If there are concerns around a member of staff who may have a drug or alcohol problem, but there is no evidence**

If the nursery suspects there may be an issue with drugs or alcohol, including poor performance, changes in behaviour and/or sickness; but there is no evidence that it is happening during working hours or arriving at work under the influence of drugs or alcohol:

- A meeting will be held with the member of staff to investigate the health concerns.



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- Support and referral to appropriate services may be offered to the staff member, if this is considered appropriate.
- Confidentiality will be maintained.
- The staff member will be reminded of the disciplinary procedures that will apply if they attend work under the influence of drugs or alcohol.

### Child protection

If a parent or carer is clearly over the alcohol limit, or under the influence of illegal drugs and it is believed the child is at risk, we will follow our child protection procedures, contact the Scottish Social Services Council and the police.

Staff will do their utmost to prevent a child from travelling in a vehicle driven by the parent or carer and if necessary the police will be called. Where an illegal act is suspected to have taken place, the police will be called.

This policy was adopted on	Signed on behalf of the nursery	Date for review
7 August 2020		As Required