**No Alcohol, Smoking and Other Drugs Policy**

**Policy**
It is the policy of The Howard Nursery School to keep children safe whilst they are in our care.

**No Smoking**
The Howard Nursery School premises are non-smoking. Staff members, students, agency staff, volunteers, parents and carers are not permitted to smoke in any area of the inside building or in any of the secure outside areas. No smoking signs are clearly displayed around the premises. If staff members, students, agency staff, volunteers are found to breach this rule they will be asked to leave immediately. Any breach of this rule by staff may lead to disciplinary proceedings and to dismissal for gross misconduct.

Staff members, students, agency staff and volunteers are not permitted to smoke when out of the building on trips or when travelling to and from the buildings with children. Staff members and volunteers are made aware of no smoking through our Staff Induction process. Student and Agency staff are made aware of no smoking through our ‘Student/Agency Induction’ sheet. Any team member, agency staff or volunteer at The Howard Nursery School who smoke are asked to remove their items of clothing they are wearing with the children and change for something that will not come into contact with the children, such as a change of tops & trousers.

The Team member will not smoke after 20 minutes before they are due to return to the nursery, such as start of their shift time and lunch time. The Team member will ensure they have washed their hands before returning to the children.

**No Alcohol, Drugs or Illegal Substances**
Alcohol, drugs or illegal substances are not permitted on the premises of The Howard Nursery School.

Staff members, agency staff, students and volunteers suspected of or found to be under the influence or are in process of alcohol, drugs or illegal substances whilst children are in our care will be asked to leave immediately. Any breach of this rule by staff members may lead to disciplinary proceedings and to dismissal for gross misconduct. In these circumstances The Howard Nursery School will contact the Local Area Designated Officer for Safeguarding (LADO) and be in liaison with the settings names Designated Safeguarding lead.

**Local Area Designated Officer for Safeguarding (LADO) –** concerns regarding someone who works with children please contact
- 0300 123 1650
- Monday to Friday from 9am to 5pm
- LADO@surreycc.gov.uk.
- Out of hours line (Emergancy) – 01483 517898

**Designated Safeguarding Lead (DSL)**
- DSL: Linda Fuller – 07761048985
- Deputy DSL: Julie Menhennett - 0137245730
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Parents/Carers Under the Influence of Alcohol, Drugs or Illegal Substances
If we are unhappy to release a child to the person collecting as a result of their behaviour or we have reasonable cause to believe they are under the influence of alcohol, drugs or an illegal substance. We will seek further advice from our Designated Safeguarding Lead/Deputy Designated Safeguarding Lead and outside agencies e.g. Children’s Services and/or the Police for advice. We will also contact the child’s emergency contacts if appropriate.

Surrey Safeguarding Children Board (SSCB) - The Surrey Safeguarding Children Board co-ordinates how children are safeguarded and protected from harm. The SSCB is based in Leatherhead.

- 0300 123 1620
- Monday to Friday from 9am to 5pm
- Out of hours line (Emergency) – 01483 517898

In the time whilst we are contacting outside agencies and if appropriate the child’s emergency contact, the child will be kept apart from the individual who is suspected to be under the influence of alcohol, drugs or an illegal substance with their key staff members. The Manager will ensure that the parent/carer is not permitted to enter the Nursery School building until support arrives from Social services/police.

We understand that we have no legal rights to prevent a child being taken by a parent, however we would endeavour to protect the child to our best ability. If the parent/carer takes the child from our care we would advise them that it may be unsafe and that we will be notifying the police and children’s social care, as we believe them to be under the influence of alcohol or illegal substances, thus putting a child at risk.

If a child was found with alcohol, drugs or an illegal substance at The Howard Nursery School it would be confiscated and then we will seek further advice from our Designated Safeguarding Lead/Deputy Designated Safeguarding Lead and outside agencies e.g. Children’s Services and/or the Police for advice. We will wait until advised by outside agencies as to the next steps ensuring we follow our Safeguarding Children Policy. The parent should be told.

Staff Members taking Medicine/Other Substances
Staff members who are taking medication can only work directly with children if medical advice confirms that the medication is unlikely to impair their ability to care for and look after children. Any Team member who requires medication prescribed by their GP to be taken at the Nursery will advise the Manager/Deputy Manager the following information (which will be recorded):

- the drug they are taking,
- their last dose,
- their next dose.

All staff medication will be stored in a locked cupboard in the office or the medication fridge as appropriate out of reach of children.

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Staff members and students are asked to sign and complete a ‘Staff and Student Medication/Treatment Form’ confirming they are suitable to work with children and to ensure the information regarding their medication is correct. Depending upon the staff members/students medical condition, for example if they have epilepsy, a risk assessment will be carried out.

Useful Resources and Websites

- NHS: http://www.nhs.uk
- Surrey Family Information Directory: www.surreycc.gov.uk/directory
- Children’s Services: 0300 200 1004