

Smoking, Alcohol and Substance Use Policy

Torphins Playgroup Pre-School are committed to promoting the health and well-being of children and their families. The use of alcohol, illegal drugs or tobacco is prohibited within the grounds of Torphins Playgroup Pre-School and the immediate encompassing areas (including the building, garden and front car park). This includes times when children are transported, when attending playgroup and during trips.

Staff will be made aware of this policy during their induction. If staff are found to have broken the rules in respect of this policy, disciplinary proceedings will be taken. Where an illegal act is suspected to have taken place, the police will be called and the relevant authorities informed.

All parents and carers will be made aware of the provisions of this policy during their induction visits.

Drugs

Staff, parents/carers or volunteers who arrive at Playgroup and are suspected to be under the influence of drugs and considered unfit to work will be asked to leave immediately and disciplinary proceedings implemented. If staff are found to be in possession of illegal drugs, disciplinary action will follow.

In cases where staff are being prescribed drugs that may affect their ability to function effectively at work, the Manager must be informed as soon as possible.

If a member of staff has good reason to suspect that a parent/carer is under the influence of illegal drugs when they drop off or collect their child, they have a duty to inform the Manager.

If parents/carers come to collect their child and are acting under the influence of drugs, we have a duty to refuse for them to take their child, explaining that this is in the interests of safeguarding and we will call an emergency contact to collect the child. The Manager will arrange a subsequent meeting to discuss concerns and offer help if we can. All conversations held with the family will be recorded and any incidents logged. If parents/carers show any form of aggression when we withhold their child, the police will be called. If we feel that parents/carers are not following advice following a meeting with the Manager, the Manager will contact the Special Assessment team and inform them of the circumstances.

Alcohol

Staff, parents/carers or volunteers who arrive at Playgroup clearly under the influence of alcohol will be asked to leave immediately and disciplinary proceedings implemented. If a member of staff has good reason to suspect that a parent/carer is under the influence of alcohol when they drop off or collect their child, and the safety of the child is threatened, they have a duty to inform the Manager. The Manager will be responsible for deciding upon the appropriate course of action, ensuring that the safety and protection of the child remains paramount at all times.

Smoking

Smoking (including the use of e-cigarettes) is not permitted on the premises. This rule applies equally to staff, parents/carers or any other visitors.