

P.L.A. Membership No. 202255

Registered Charity No. 1185961

Kingsnorth Recreation Centre, Field View

Kingsnorth, Ashford, Kent TN23 3NZ

Telephone: 01233 503843

E-mail: littleacorns1@btconnect.com

Web Site: www.littleacornsashford.com

**Manager: Mrs Donna White**

**No-smoking, Vaping, Drugs and Alcohol Policy**

**Policy statement**

There is a strict policy of no smoking, vaping, drugs or alcohol within the Pre-School and the grounds. This applies to all staff, parents, carers, visitors, suppliers and children.

All staff will be asked to read and sign to state they understand this policy.

**Smoking and Vaping**

* There is a no smoking sign displayed within the pre-school.
* Smoking is not permitted in any part of the Pre-school/grounds at any time. This includes the buildings and the outside areas including the garden and the car park.
* Anyone found smoking on the premises will be asked to leave immediately. Any member of staff found smoking on the premises will be issued with a verbal warning, repeated occasions will lead to further disciplinary action in line with the Disciplinary and Grievance policy.
* This rule applies to all those who attend the premises including volunteers.

**Alcohol**

* Anyone who arrives at the setting appearing to be under the influence of alcohol will be asked to leave immediately. If a member of staff is believed to be under the influence of alcohol they will be asked to leave immediately and they will be dealt with under the Disciplinary and Grievance procedure. The Manager/Board of Trustees reserve the right to contact the Local Designated Officer for Safeguarding (LADO).

**Drugs**

* Anyone who arrives at the setting appearing to be under the influence of drugs will be asked to leave immediately. If a member of staff is believed to be under the influence of drugs they will be asked to leave immediately and they will be dealt with under the Disciplinary and Grievance Procedure. The Manager/ Board of Trustees reserves the right to contact the Local Designated Officer for Safeguarding (LADO)
* If a member of staff believes that a child is being dropped off or collected by a parent/carer who is thought to be under the influence of drugs this must be reported to the Manager and the Designated Safeguarding Lead.
* If a child is found in possession of drugs this will be reported to the Manager and the Designated Safeguarding Lead who will decide what action to take in line with our safeguarding Children Policy. In addition, the parent must be notified. If it is suspected that an illegal act has occurred then the police should also be called.

|  |  |  |
| --- | --- | --- |
| This policy was adopted at a meeting of |  | *(name of provider)* |
| Held on |  | *(date)* |
| Date to be reviewed |  | *(date)* |
| Signed on behalf of the provider |  | |
| Name of signatory |  | |
| Role of signatory (e.g. chair, director or owner) |  | |