



Smoking, Vaping, Alcohol, Drugs and Substance Misuse Policy

At Kids2Day Pre-School, the safety, health and wellbeing of children, staff, families and visitors is our highest priority.

We are committed to maintaining a safe, professional and child-centred environment. Smoking, vaping, the misuse of alcohol, illegal drugs or any substance that may impair a person's ability to safely carry out their role are not permitted within the Preschool or while undertaking duties on behalf of the Preschool.

We recognise that some staff may need to take prescribed or over the counter medication. We will support staff to manage their medication safely while ensuring that any potential impact on their ability to work safely is appropriately considered.

Smoking and Vaping

Smoking and vaping are not permitted anywhere on the Preschool premises, including:

- Indoor areas.
- Outdoor play areas.
- Entrances and exits.
- Areas used by children, staff or visitors.
- Any vehicle being used to transport children on behalf of the Preschool.

This applies to all staff, children, parents/carers, visitors, contractors and any other person attending the premises.

Staff must not smoke or vape while supervising children or during working time.

Alcohol

Staff must not:

- Consume alcohol during working hours.
- Bring alcohol onto the Preschool premises for consumption.
- Attend work while impaired by alcohol.
- Consume alcohol immediately before working where this may affect their ability to safely perform their duties.

Any member of staff who appears to be under the influence of alcohol will not be permitted to undertake duties where this could place children, themselves or others at risk. The matter will be managed in accordance with the Preschool's disciplinary procedures.

Parents, carers and visitors who appear to be significantly affected by alcohol will be managed in accordance with the safeguarding procedures outlined below.

Drugs and Substance Misuse

The possession, use or supply of illegal drugs on Preschool premises or while carrying out duties on behalf of the Preschool is strictly prohibited.

Staff must not attend work or carry out their duties while impaired by illegal drugs or any other substance that may affect their ability to safely care for children.

Where there are concerns that a member of staff may be impaired by alcohol, illegal drugs or another substance, the Manager will take appropriate action to safeguard children and staff and will follow the Preschool's disciplinary and safeguarding procedures where necessary.

Prescription and Over-the-Counter Medication

We recognise that staff may need to take prescribed or over-the-counter medication while working.

Staff are encouraged to inform the Manager of any medication they are taking where it may affect their ability to safely carry out their duties, including medication that may cause:

- Drowsiness.
- Reduced concentration.
- Dizziness.
- Impaired coordination.
- Changes in alertness or judgement.

Staff are asked to keep their staff medication/health declaration form up to date and to inform the Manager of any relevant changes.

This information is requested primarily to support the health, safety and wellbeing of the staff member and to ensure appropriate action can be taken in an emergency. Staff are not required to disclose unnecessary medical information.

Where medication may affect a staff member's ability to safely perform their role, the Manager will discuss this with the staff member and complete an appropriate risk assessment where necessary. Reasonable adjustments will be considered where appropriate.

Medication belonging to staff must be stored securely and kept inaccessible to children.

Safeguarding – Parents and Carers

The safety of children is our priority.

If a parent or carer appears to be under the influence of alcohol, drugs or another substance and staff have concerns about their ability to safely care for or transport their child, staff must immediately inform the Manager or Designated Safeguarding Lead (DSL).

Any concerns will be recorded and managed in accordance with the Safeguarding and Child Protection Policy.

Visitors and Contractors

Visitors and contractors must not attend the Preschool while under the influence of alcohol, illegal drugs or any substance that may impair their ability to behave safely.

The Manager reserves the right to ask anyone who presents a safety risk to leave the premises.

Supporting Staff

Kids2Day Pre-School recognises that alcohol or substance misuse can be associated with personal difficulties and that staff may require support.

Where appropriate, the Preschool will seek to support staff and signpost them towards appropriate professional help.

However, the need to provide support does not remove our responsibility to safeguard children or to take appropriate action where a staff member's ability to work safely is affected.

Confidentiality

Information relating to staff health, medication or substance misuse will be treated sensitively and confidentially.

Information will only be shared with those who need to know in order to safeguard the individual, children or others, or where there is a legal requirement to do so.

Any incident involving alcohol, drugs or substance misuse will be reviewed to identify whether further action, safeguarding measures or risk assessments are required.

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- Safer Recruitment Policy
- Staff Disciplinary Policy
- Health and Safety Policy
- Risk Assessment Policy
- Equality, Diversity and Inclusion Policy

Related policies

Staff Disciplinary policy, Safeguarding policy.

This policy was adopted by: Kids2Day Pre-School	Date: 13.08.25
To be reviewed: August 26	Signed:

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2025)*:
Safeguarding and Welfare Requirements: safeguarding training [3.30 - 3.32], smoking and vaping [3.28], staff taking medication/other substances [3.27] and Suitable people [3.13].