

# Melbourn Playgroup and Out of School Club Policies

## 14. Smoking and Substances

### Smoking (including tobacco and e-cigarettes)

- All staff, parents and volunteers are made aware of our no-smoking policy.
- We display no-smoking signs.
- The no-smoking policy is stated in our information brochure for parents.
- Staff who smoke do not do so during working hours unless on a break and off the premises.
- Staff who smoke during their break make every effort to reduce the effect of the odour and lingering effects of passive smoking for children and colleagues.

### Substances

- No one is permitted to drink alcohol on the premises within opening hours, or to use illegal substances within the pre-school at any time.
- No child will be released to an adult who, in our opinion, appears to be under the influence of alcohol or illegal substances. A second contact will be telephoned and asked to accompany the child and inebriated adult. If this is repeated the adult concerned will be asked not to enter the pre-school setting again. In extreme circumstances, or if staff are unable to contact another suitable adult, the police or social services may need to be contacted. Designated child protection officer will be notified.
- Any staff who arrive at work inebriated will be sent home immediately. The leader will then ensure that ratios are maintained.
- Staff not abiding by the policy will receive a formal warning and the disciplinary procedure is implemented.

## Legal framework

- The Smoke-free (Premises and Enforcement) Regulations 2006  
[www.opsi.gov.uk/si/si2006/20063368.htm](http://www.opsi.gov.uk/si/si2006/20063368.htm)
- The Smoke-free (Signs) Regulations 2007  
[www.opsi.gov.uk/si/si2007/20070923.htm](http://www.opsi.gov.uk/si/si2007/20070923.htm)
- The Children Act 1989 and 2004 (Every Child Matters)
- The United Nations Conventions on the Rights of the Child 1989
- The Data Protection Act 1998
- The Freedom of Information Act 2000
- The Food Safety (General Food Hygiene) Regulations 1995, The Food Safety (Temperature Control) Regulations 1995, The Food Safety Act 1990
- The Health and Safety at Work Act 1974
- Public Health (Control of Disease) Act 1984, Public Health (Infectious Diseases) Regulations 1988
- Health Protection Agency Act 2004

This policy was adopted at a meeting of	Melbourn Playgroup and Out of School Club CIO Management Committee
Held on	09/01/19
Date to be reviewed	2019-20 cycle
Signed on behalf of the management committee	
Name of signatory	Lisa Bamber and Janet Cottenden
Role of signatory (e.g. chair/owner)	Co-Chairs