**Alcohol, Drugs and Smoking/Vaping Policy**

No adult looking after children in this setting will ever be under the influence of alcohol or any other substance. Any member of staff believed to be under the influence of alcohol or any other substance would be asked to leave immediately whilst an investigation was carried out.

If a parent/carer arrives at the setting to collect their child and they are under the influence of alcohol or other substances, they will be refused entry. The parent/carer will be asked to make alternative arrangements for the child to be collected by someone from their emergency contact list.

If a member of staff smells alcohol on a parent/carers’ breath or suspects any other substance has been taken, then it is their duty to report their suspicion to the most senior member of staff on duty. The senior member of staff will speak to the parent discreetly and, depending on the situation, someone off the child’s emergency contact list will be called to collect the child. If staff cannot get in contact with anyone then as a last resort, we would call Children’s Services.

Any member of staff who feels under threat or believes a child is in danger will call the police.

If staff are currently taking any medication which could affect their ability to care for children, they must inform management and seek medical advice. Staff will only work with children if the medication is unlikely to impair that staff member’s ability to look after children properly. Staff medication will be securely stored in our locked office and out of reach of children at all times.

We believe children should be in a smoke free environment. Considering this, if parents are smokers, we would ask you to refrain from smoking whilst on our premises including outside play areas and the carpark. Although E-cigarettes do not produce tar or carbon monoxide, they do still carry risks. The liquid and vapour contain some potentially harmful chemicals. Therefore, we are including E-cigarettes (vapes) in this no smoking policy and parent/carers may risk losing their child’s place if they ignore this policy.

If you have any questions regarding this policy, please feel free to ask.