



Promoting health and hygiene

No smoking, Drugs or Alcohol

A) No smoking

Policy statement

We comply with health and safety regulations and the Welfare Requirements of the EYFS in making our setting a no smoking environment - both indoor and outdoor.

Procedures;

- All staff, parent/carers 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/carers.
- We actively encourage no-smoking including vaping and e-cigarettes.
- 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.
- It is a criminal offence for employees to smoke in smoke-free areas, with a fixed penalty of £50 or prosecution and a fine of up to £200.

Legal framework

- The Smoke-free (Premises and Enforcement) Regulations 2006
- The Smoke-free (Signs) Regulations 2007
- The Smoke-free (Signs) Regulations (2012)

B) Alcohol or Substance Abuse

Policy statement

When working directly with children; staff, students, volunteers and visitors must not be under the influence of alcohol or any other substance.

Procedures;

- In the event that it is suspected that anyone has arrived at work under the influence of alcohol or an illegal substance, they will be taken aside by the supervisor who will express concern to the individual of the suspected alcohol or substance abuse. If the individual admits there is a problem, they will be sent home



immediately and careful monitoring would be taken by the supervisor.
Medical support would also be suggested.

- On return to work, the individual will be appropriately disciplined following set disciplinary procedures. This is considered gross misconduct and could result in instant dismissal.
- If the supervisor is the person in question, then the concerned member of staff should contact the chairperson and/or Ofsted immediately and take appropriate action.
- Any visitors found to be under the influence will be excluded from the pre-school and the matter referred to Ofsted.
- If the individual denies any problem, they must be carefully monitored and not left unsupervised with children. Ofsted will be contacted for advice if staff are still concerned.

Medication

- Staff, volunteers and students taking medication which may affect their ability to care for children, should seek medical advice before working with children. A doctor's certificate, confirming their ability to do the job on their medication, would be requested if thought necessary. The supervisor should be informed of any medication which may have cause for concern.

This policy was adopted at a meeting of	Rudgwick Pre-school
Held on	27 th January 2026
Date to be reviewed	27 th January 2028
Signed on behalf of the management committee	<i>Laura Thornber</i>
Name of signatory	Laura Thornber
Role of signatory	Chairperson