



# Alcohol, Drugs and Smoking Policy

## Colerne Preschool Ltd

### Policy Statement

We comply with the health and safety regulations and the Welfare Requirements of the Early Years Foundation Stage (EYFS) in making our setting a no smoking environment – both indoor and outdoor.

### PROCEDURES

#### Smoking

- 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 for parents.
- Staff who smoke do not do so during working hours, unless on a break, and will smoke off the premises.
- Staff who smoke during their break will make every effort to reduce the effect of the odour and lingering effects of passive smoking for children and colleagues.

#### Drugs and Alcohol

- Colerne Preschool limited reserve the right to refuse for the child to be collected by an adult if the adult is seen as unfit due to alcohol or drugs. If this event occurs, then the 'Non-Collection of Children Policy' will come into force.
- Colerne Preschool Limited also reserve the right to refuse a parent / volunteer work as a 'rota parent' on the premises, if they are seen as unfit due to alcohol or drugs.

#### The impact of drug and alcohol

Alcohol and drug misuse or abuse can be a serious problem within the workplace.

Employees who drink excessively or take unlawful drugs are more likely to work inefficiently, be absent from work, have workplace accidents and endanger their colleagues and the children within their care.

The Preschool has a duty to protect the health, safety and welfare of all its employees and the children under its care. However, the Preschool recognises that, for a number of reasons, employees could develop alcohol or drug related problems. In relation to drugs, these rules apply to those that are unlawful under the criminal law and not to prescribed medication. These rules aim to promote a responsible attitude to drink and drugs and to offer assistance to employees who may need it.

## **Advice and Counselling**

It is the Preschool intention to deal constructively and sympathetically with an employee's alcohol or drug related problems, such as alcohol or drug dependency.

When it is known that an employee has an alcohol or drug problem the Manager(s) will provide advice and guidance. The primary objective of any discussions will be to assist the employee with the problem in as compassionate and constructive a way as possible. Any discussions of the nature of an employee's alcohol or drug problem and the record of any treatment will be strictly confidential unless the employee agrees otherwise.

If a member of staff has an alcohol or drug problem, they should seek appropriate help. If a member of staff has an alcohol or drug problem which affects their conduct or performance at work and they refuse the opportunity to receive help, the matter will be referred for action under the Preschool's disciplinary procedure as appropriate (see Disciplinary and Grievance Procedures Policy for more details) Likewise, if after accepting counselling and assistance, and following review and evaluation, a staff member's conduct or work performance reverts to the problem level, the matter may also be dealt with through the disciplinary procedure.

## **Prohibition on Alcohol and Drug Consumption in the Workplace**

No alcohol or drugs must be brought onto or consumed on the Preschool premises at any time.

Employees representing the Preschool at business functions or conferences or attending Preschool organised social events outside normal working hours are expected to be moderate if drinking alcohol and to take specific action to ensure they are well within the legal limits if they are driving. They are prohibited from taking drugs on these occasions.

Social drinking after normal working hours and away from the Preschools' premises is, of course, generally a personal matter and does not directly concern the Preschool. The Preschools' concern arises when, because of the pattern or amount of drink involved, the employee's attendance, work performance or conduct at work deteriorates.

A breach of these provisions is a disciplinary offence and will be dealt with in accordance with the Preschools' disciplinary procedure. Depending on the seriousness of the offence, it may amount to gross misconduct and could result in the employee's summary dismissal.

## **Alcohol and Drug Related Misconduct**

Whilst these rules are aimed at assisting employees with alcohol or drug problems, action will nevertheless be taken under the Preschools' disciplinary procedure if misconduct takes place at work as a result of drinking or taking drugs, or if an employee is found to be under the influence of alcohol or drugs whilst at work.

Even a small amount of alcohol can affect work performance and, if an employee is found under the influence of alcohol whilst at work, there could be serious health and safety consequences. The same applies to being under the influence of drugs.

Incapacity or misconduct caused by an excess of alcohol or drugs at work is a potential gross misconduct offence under the Preschools' disciplinary procedure and the employee is therefore liable to be summarily dismissed. This also applies to any employee believed to be buying or selling drugs or in possession of or taking drugs on the Preschools' premises.

The Preschools' reserves the right in any of these circumstances to arrange for the employee to be escorted from the Preschools' premises immediately and sent home.

### **Alcohol and Drug Testing**

On the grounds of health and safety and where necessary to achieve a legitimate business aim, the Preschool reserves the right to carry out random alcohol and drug screening tests on employees in the workplace. If an employee receives a positive test result, this will be viewed as a potential gross misconduct offence and renders the employee liable to summary dismissal in accordance with the Preschools' disciplinary procedure. Unreasonable refusal to submit to an alcohol or drug-screening test will also be dealt with through the disciplinary procedure.

Legal Framework - The Smoke-Free (Premises and Enforcement) Regulations (2006). The Smoke-Free (signs) Regulations (2007)

Cross Reference:

Please also refer to *Health & Safety Policy, Disciplinary and Grievance Policy, Non-Collection of Children Policy*.

This policy was adopted by Colerne Preschool Limited in July 2021