



Harvard Park Policies and Procedures:
**Drugs, alcohol and the use of cigarettes or
vaping devices**

58. Drugs, alcohol and the use of cigarettes or vaping devices

Smoking Statement – Cigarettes, E Cigarettes and Vaping

We comply with health and safety regulations and the Safeguarding and Welfare Requirements of the Early Years Foundation Stage in making our setting a no-smoking environment - both indoors and outdoors. This policy applies to anything that can be smoked, including cigarettes, pipes (including water pipes such as shisha and hookah pipes), cigars and herbal cigarettes, and it also applies to electronic cigarettes (also known as e-cigarettes) and vaping devices.

The policy applies to employees, parents, carers, visitors, members of the public, contractors and others working or using the setting premises or vehicles. This policy will be clearly advertised and visitors to the school will be informed of it.

- All staff; parents/carers and volunteers are made aware of our No-smoking/ Vaping Policy.
- No-smoking signs are displayed.
- No persons to smoke or vape in the building, including toilet areas and play areas. This also includes outside the premises. This includes the use of E-Cigarettes and Vaping devices.
- All staff are prohibited from smoking or vaping in their uniforms. This includes during working hours as well as while travelling to and from work.
- Staff and volunteers who smoke/ vape or use e-cigarettes during their scheduled breaks go well away from the premises.
- Smoking/ vaping on off-site visits or trips is not permitted.
- Smoking/vaping is not permitted in any vehicles belonging to the setting.
- Staff and volunteers who smoke or vape during their break make every effort to reduce the effect of the odour and lingering effects of passive smoking for children and colleagues.
- Staff and volunteers are made aware that failure to adhere to this policy and procedures may result in disciplinary action.
- 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) and The Smoke-free (Signs) Regulations (2012)

Drugs and Alcohol Statement

It is ILLEGAL to use drugs or drink alcohol before and/or during your working hours. As this may cause detriment to your individual health, social functioning and may alter your work performance

putting you and others at risk. It could affect your attendance, time keeping, efficiency, and/or conduct. Misuse also includes the possession, use or supply of illegal drugs on the premises. Early years educators taking medication, which they believe may affect their ability to care for babies and children, should seek medical advice and only work directly with babies/children if that advice is that the medication is unlikely to impair their ability to look after children.

Day Nursery: Staff members bringing in prescribed drugs, medication or pain-killers must be kept in your bag and locked in your lockers. All staff that must take regular medication - it needs to be recorded on your personal file and in your Health Declaration. Anyone who has severe allergies to anything must inform Management so we can support you with this accordingly. Along with this you must supply us with the correct procedures and medication i.e. Epi pen or inhaler.

Pre-School: Staff members bringing in prescribed drugs, medication or pain-killers must be kept in your bag and kept in the allocated cupboard as the kitchen door is always closed. All staff that must take regular medication - it needs to be recorded on your personal file and in your Health Declaration. Anyone who has severe allergies to anything must inform Management so we can support you with this accordingly. Along with this you must supply us with the correct procedures and medication i.e. Epi pen or inhaler.

Volunteers/Students: Should you need to bring in prescribed drugs, medication or pain-killers these must be kept in your bag and kept with a member of the management team. Anyone that must take regular medication - it needs to be recorded on your personal file while you are on your placement. Anyone who has severe allergies to anything must inform Management so we can support you with this accordingly. Along with this you must supply us with the correct procedures and medication i.e. Epi pen or inhaler.

Staff who become unwell i.e. headache or severe period pains etc. and need painkillers in an emergency or in urgency, can come to the office where we keep some in their original wrappers. Staff must take and sign and say they take full responsibility. Staff should supply their own painkillers as and when necessary.

Procedures for parents/carers found to be under the influence of drugs or alcohol

Should a parent/carer picking up a child from Harvard Park present themselves as being under the influence of drugs or alcohol the following procedures will be taken.

- Should any parent/carer be under the influence of drugs or alcohol, we will ask that someone comes with the parent/carer to take responsibility of the child before a member of staff gives up their responsibility of the child.

- Should this not happen, although we have no legal right to withhold a child from parent/carer, we however reserve the right to contact any relevant authorities that we may feel appropriate, i.e. police, partner, etc.

Your child's safety is our main concern and as such this will determine the course of action taken.

Procedures for staff, student or volunteer found to be under the influence of alcohol or drugs

Should a member of staff, student or volunteer be found under the influence of alcohol or drugs of any illegal form, before or during the setting's session, they will be immediately asked to leave the premises and told to return home. Thereafter disciplinary procedures will begin. With regards to a student or volunteer, outside agency advice will be sought and action taken on their advice.

Early years educators taking medication, which they believe may affect their ability to care of babies/children, should seek medical advice and only work directly with babies/children if that advice results in the medication is unlikely to impair their ability to look after children and babies alike.

This Policies and Procedures pack was adjusted by Harvard Park.

Date meeting was held on 30/04/2026

Signed on behalf of the Directors and Proprietors

Nicki Saunders and Tracey Milstead