



London Borough of Waltham Forest

**No smoking, vaping, alcohol and drugs
policy**

Early Years, Childcare & Business Development Service

LBWF Early Years, Childcare & Business Development Service have written this document to help you write a no smoking, alcohol or drugs policy for your setting. This document is for reference only and you must adapt it to reflect the service your setting offers. To download guidance on other policies and procedures go to <https://thehub.walthamforest.gov.uk/>

Whenever we say parents in this document we mean parents and carers and whenever we say child we mean children and young people aged 0 to 19 years old (up to 25 years old for young people with SEND).

Aim

You must not allow smoking, vaping, alcohol or drugs on your premises at any time, including outside areas. Statutory Framework EYFS – 3.56, “Providers must not allow smoking in or the premises when children are present or about to be present”.

Do you make parents, staff, students, volunteers and children aware of your policy and the procedures in place?

Points to consider

Smoking and Vaping

- Do you have a no smoking and no vaping signs displayed at all times on your premises?
- What would you do if a member of staff, student, parent, volunteer or child were found smoking or vaping on your premises? They should be asked to leave immediately. You may want to consider disciplinary procedures for staff.
- Do all staff understand your no smoking, vaping, alcohol and drugs policy? How do you inform parents/carers and children?
- Does this rule apply equally to staff, parents, students, volunteers, children and visitors?
- Consider outside your setting, for example the grounds or the playground, as this is still on your premises.
- If children are expected to use a space that has been used for smoking / vaping, how will you make sure the room is adequately ventilated?
- Ensure evidence of smoking is removed e.g. ashtrays, matches, cigarette stubs.
- Do you ask staff to remove or cover their uniform whilst smoking or vaping, so that the smell is not transferred into the area/room they are working in.

Alcohol

- What would you do if a member of staff, student, volunteer or child arrives at your setting clearly under the influence of alcohol? They should be asked to leave immediately. You may want to consider disciplinary procedures for staff.
- What would you do if a member of staff had good reason to believe that a parent is under the influence of alcohol when they drop off or collect their child? You have a duty to tell the manager and designated safeguarding lead (DSL). They will then have to decide on the appropriate course of action according to your Safeguarding Children Policy.

- Think about what you would do if a visitor (or parent) turned up to your premises drunk? Who would you contact? Would you let a parent take their child home if they were under the influence of alcohol?
- What would you do if a child was found with alcohol on your premises?

Drugs

- What would you do if a member of staff, student, volunteer or child arrives at your setting clearly under the influence of drugs? They should be asked to leave immediately. You may want to consider disciplinary procedures for staff.
- Practitioners taking medication which may affect their ability to care for children should seek medical advice. Providers must ensure that those practitioners only work directly with children if medical advice confirms that the medication is unlikely to impair the staff member's ability to look after children properly. Staff medication on the premises must be securely stored, and out of reach of children, at all times. EYFS Statutory Framework 3.19
- What would you do if a member of staff has good reason to believe that a parent is under the influence of drugs when they drop off or collect their child? Who would you contact? Would you let a parent take their child home if they were under the influence of drugs?
- You have a duty to tell the manager and designated safeguarding lead (DSL). They will then have to decide on the appropriate course of action according to your Safeguarding Children Policy.
- What would you do if a child was found with drugs on your premises? The parent should be told. If you suspect that an illegal act has taken place you should call the police.

Useful resources and websites

- NHS direct www.nhs.uk