



The Little Firefly Forest School Substance Policy

The Little Firefly Forest School prohibits the use of cigarettes, alcohol and illegal drugs on our premises at any time. If staff (including volunteers) are found to have broken the rules in respect of this policy, it will be treated as a disciplinary matter.

All staff will be made aware of the provisions of this policy during their induction, including the importance of them setting a positive example to children. Any contravention of the provisions of this policy will be dealt with under the nursery's staff disciplinary procedures within the provisions of the Staffing and Positive Behaviour Policies.

Drugs

The Little Firefly Forest School staff who arrive for work and are suspected to be under the influence of drugs and considered unfit to work, will be asked to leave immediately and disciplinary procedures implemented.

If staff are found in possession of illegal drugs, serious disciplinary action will follow.

In cases where staff are taking prescribed drugs that may affect their ability to function effectively at work, the nursery Manager must be informed as early as possible.

If a member of staff has good reason to suspect that a parent/carer is under the influence of illegal drugs when they drop off or collect their child, they have a duty to inform both the nursery Manager and the Nursery's Designated Safeguarding Person, according to the provisions of the Safeguarding Children policy.

In such circumstances, the nursery Manager and the Nursery's Designated Safeguarding Person will then be responsible for deciding upon the appropriate course of action, ensuring that the safety and protection of the child remains paramount at all times.

Staff will make all possible efforts to ensure that children are not allowed to travel in a vehicle driven by someone who is clearly under the influence of illegal drugs.

Where an illegal act is suspected to have taken place, the police will be called.

Alcohol

Staff who arrive for work at The Little Firefly Forest School clearly under the influence of alcohol, will be asked to leave immediately and disciplinary procedures will follow.

If a member of staff has good reason to suspect that a parent / carer is under the influence of alcohol when they drop off or collect their child, to the extent that the safety of the child is threatened, they have a duty to inform both the nursery Manager and the Nursery's Designated Safeguarding Person, according to the provisions of the Safeguarding Children policy.

The nursery Manager and the Nurseries Designated Safeguarding Person will then be responsible for deciding upon the appropriate course of action, ensuring that the safety and protection of the child remains paramount at all times.

Staff will make all possible efforts to ensure that children are not allowed to travel in a vehicle driven by someone who is clearly under the influence of alcohol.

Where an illegal act is suspected to have taken place, the police will be called.

Ofsted may be informed.

Smoking

Smoking is not permitted anywhere on the premises. This rule applies equally to staff (including volunteers), parents / carers or any other visitors.