



SUBSTANCE (SMOKING, ALCOHOL AND DRUGS) POLICY

Last reviewed:	November 2025
Next review due:	November 2026

Statement of intent

This policy applies to all staff, permanent and temporary, as well as volunteers and students at The Little Firefly. 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.

Smoking

Smoking and vaping are not permitted anywhere on or near the forest school premises. This rule applies equally to staff (including volunteers and students), parents / carers, contractors or any other visitors to the site.

Alcohol

No alcohol is permitted to be consumed anywhere on or near the forest school premises. This rule applies equally to staff (including volunteers and students), parents / carers, contractors or any other visitors to the site.

Staff

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

Parents and carers

If a member of staff has good reason to suspect that a parent, carer or person 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 lead (DSL), according to the provisions of the safeguarding children policy.

The nursery manager and the DSL 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.

Drugs

No drugs are permitted to be consumed anywhere on or near the forest school premises. This rule applies equally to staff (including volunteers and students), parents / carers, contractors or any other visitors to the site.

Staff

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.

Parents and carers

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 DSL, according to the provisions of the safeguarding policy.

In such circumstances, the nursery manager and the DSL 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.

Medication

We understand that staff may sometimes need to take both prescription and non-prescription medication e.g. paracetamol.

1. If staff are on medication they must inform the nursery manager about what medication they are taking.
2. Staff will only be allowed to work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly.
3. If medication seems to be impairing the ability of staff to look after children, medical advice will be sought from a medical professional by the manager.
4. Staff medication on the premises must be securely stored in a locked box or in the staff member's car, and out of reach of children, at all times.

Consequences

Any staff member found to be under the influence of drugs or alcohol while at work will face disciplinary procedures.

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

Policies, procedures and risk assessments referred to in this document:

- Child release policy
- Safeguarding policy
- Staff code of conduct

External references:

- [Alcohol Change UK charity: Alcohol harms. Time for change. | Alcohol Change UK](#)
- [Drinkaware Home | Drinkaware](#)
- [Honest information about drugs | FRANK](#)