



Smoking, Vaping, Alcohol and Substance Misuse Policy

The health, safety and wellbeing of children are paramount at Lymestone Preschool. We are committed to providing a safe, healthy and supportive environment for children, families, staff, students and visitors.

This policy applies to all staff, students, volunteers, parents, carers, visitors and contractors, and outlines the expectations regarding smoking, vaping, alcohol, illegal substances and the misuse of prescribed or over-the-counter medication. It also details the procedures followed where concerns arise about an individual's ability to care for children safely.

Smoking and Vaping

Lymestone Preschool operates a strict no-smoking and no-vaping policy.

Smoking and vaping are prohibited:

- Inside all preschool buildings.
- Within the preschool grounds and outdoor areas.
- During outings, visits or activities involving children.

Individuals wishing to smoke or vape must do so away from the preschool premises and out of sight of children and families.

Alcohol and Illegal Substances

The possession, use, supply or distribution of illegal drugs or other illegal substances is strictly prohibited on preschool premises and during any preschool activity or outing.

Alcohol must not be consumed on preschool premises or during working hours, except where specifically authorised by the management committee for an event that takes place outside operational hours and where children are not present.

No person should attend the preschool or any preschool activity whilst under the influence of alcohol or illegal substances.

Where an unidentified substance is discovered, no member of staff should attempt to analyse, smell or taste it. The substance will be secured safely and, where appropriate, the Police will be contacted.

Children and Restricted Substances

Children must not have access to:

- Alcohol
- Tobacco products
- Vapes or e-cigarettes
- Matches or lighters
- Solvents or inhalants
- Illegal drugs or controlled substances

If a child is found in possession of any of the above items, staff will immediately remove the item, inform the Designated Safeguarding Lead (DSL) and make a written record of the incident.

Where illegal substances are involved, the item will be secured safely in the presence of a witness and the Police and Children's Social Care will be contacted as appropriate. Parents or carers will be informed unless doing so would place the child at greater risk of harm.

If a child is believed to be under the influence of alcohol, drugs or any other substance, medical assistance will be sought immediately, appropriate first aid will be administered, and safeguarding procedures will be followed.

Parents and Carers Under the Influence of Alcohol or Drugs

The safety and welfare of the child will always be our primary consideration.

If a parent or carer arrives to collect a child and staff believe they may be under the influence of alcohol or drugs to the extent that their ability to care for the child safely is impaired, staff will:

- Seek support from the Manager, Deputy Manager or Designated Safeguarding Lead.
- Assess the immediate risk to the child.
- Encourage the parent or carer to arrange for another authorised adult to collect the child.
- Attempt to contact other emergency contacts listed on the child's records where appropriate.
- Record all observations and actions taken.

Where staff believe that allowing the child to leave would place them at immediate risk of significant harm, Children's Social Care and/or the Police may be contacted for advice and support.

Staff will not place themselves at risk or attempt to physically prevent a child from leaving with a parent or carer.

Any ongoing concerns regarding parental substance misuse will be managed in accordance with the preschool's Safeguarding and Child Protection Policy.

Staff, Students and Volunteers

Staff, students and volunteers must not attend work or undertake duties whilst under the influence of alcohol, illegal drugs or any substance that may impair their ability to care for children safely.

Any individual who appears to be under the influence of alcohol or illegal substances will be removed from duties immediately and asked to leave the premises safely. The matter may result in disciplinary action in accordance with the preschool's disciplinary procedures.

Concerns regarding substance misuse outside working hours will be considered where there may be an impact on:

- The safety and welfare of children.
- The individual's fitness to work with children.
- The reputation of the preschool.

Such concerns will be managed in line with safeguarding and employment procedures.

Prescribed and Over-the-Counter Medication

Staff are responsible for informing the Manager if they are taking any prescribed or over-the-counter medication that may affect their ability to perform their duties safely.

Where medication may cause drowsiness, reduced concentration or otherwise impair judgement, the staff member must seek medical advice and provide relevant information to management.

Management will undertake a risk assessment where necessary and may temporarily adjust duties to ensure the safety of children and staff.

Recording and Reporting

Any incident relating to smoking, vaping, alcohol, drugs or substance misuse that may affect the safety or welfare of children will be recorded and managed in accordance with the preschool's Safeguarding and Child Protection Policy.

Where appropriate, referrals will be made to Children's Social Care, the Police, Ofsted or other relevant agencies.

This policy was agreed by Lympstone Preschool Committee, and will be reviewed annually, or sooner if legislation, guidance or operational requirements change.

Reviewed: 02/06/2026