

## Smoking

Smoking is not permitted anywhere on the premises of HOPS, including outside play areas. This rule applies to everyone including staff, volunteers, people collecting children or any other visitors.

If we discover that a child or a volunteer under the age of 18, has cigarettes in their possession while at the HOPS, we will confiscate the cigarettes and notify their parent or carer at the end of the session.

## Alcohol

Anyone who arrives at the HOPS clearly under the influence of alcohol will be asked to leave immediately. If they are a member of staff or volunteer, disciplinary procedures will follow.

If we discover that a child has alcohol in their possession while at the HOPS, we will confiscate it and notify their parent or carer at the end of the session.

Staff must not to bring alcohol onto the HOPS premises.

## Drugs

Anyone who arrives at the HOPS clearly under the influence of illegal drugs will be asked to leave immediately. If they are a member of staff or volunteer serious disciplinary procedures will follow.

If we discover that a child has illegal drugs in their possession while at HOPS, we will inform their parent or carer.

If a member of staff is taking prescription drugs that may affect their ability to function effectively, they must inform the manager as soon as possible and seek medical advice. The manager will then complete a risk assessment. Staff medication on the premises will be stored securely and out of reach of children at all times.

## Safeguarding children

All members of staff have a duty to inform the Team Leader and the designated Child Protection Officer (CPO) if they believe that a parent or carer is a threat to the safety of a child due to them being under the influence of alcohol or illegal drugs when they drop off or collect their child. The Team Leader and CPO will decide upon the appropriate course of action.

If a parent or carer is clearly under the influence of alcohol or illegal drugs, staff will do their utmost to prevent the child from travelling in a vehicle driven by them. If necessary the police will be called.

## Related policies

**Staff Disciplinary policy, Safeguarding policy.**

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.56] and Suitable people [3.19].*

This policy was adopted by: HOPS	Date March 2016
To be reviewed annually	Signed: