**Alcohol, Drugs & Smoking Policy**

**Purpose of Policy**

Rainbow Nursery’s priority is the health, safety and wellbeing of children at all times. Staff must be fit and about to care for children with being under the influence of drugs and alcohol.

**Alcohol**

Misuse of alcohol can lead to reduced levels of attendance, reduced efficiency and performance, impaired judgement and decision making and increased health and safety risks, not only for you but also for others. You are expected to arrive at work fit to carry out your job and to be able to perform your duties safely without any limitations due to the use or after effects of alcohol.

We will not accept you arriving at work under the influence of alcohol or drugs, and/or where your ability to work is impaired in any way by reason of the consumption of alcohol or drugs, or if you consume alcohol or take drugs (other than prescription or over the counter medication, as directed) on our premises. Irresponsible behaviour or the commission of offences resulting from the misuse of alcohol may damage our reputation and, as a result, our business.

You expressly forbidden to consume, be under the influence of or misuse alcohol when at work. The only exception to the prohibition on consumption of alcohol at work are social occasions which are approved by your manager. You are expected to act responsibly at such functions and with proper consideration towards others. Even on such social occasions, consumption should be moderated so as to avoid behaviour that would cause embarrassment to other persons present or to the company.

We expect you to comply with the drink-driving legislation at all times. Our reputation will be damaged if you are convicted of a drink-driving offence and, if your job requires you to drive and you lose your license, you may be unable to continue to do your job. Committing a drink-driving offence outside or during working hours or while working for us may lead to disciplinary action and could result in dismissal in accordance with the company’s disciplinary procedure.

Any failure to comply with the above policy on consumption of alcohol will result in disciplinary action being taken under the company’s disciplinary policy up to and including dismissal for gross misconduct.

**Drugs**

If you are found dealing drugs, in possession of drugs or under the influence of drugs at work, you will be liable to disciplinary action under the company’s disciplinary procedure up to and including dismissal for gross misconduct. The company reserves the right to inform the police of any such behaviour.

You should inform your line manager of any drug you are taking or course of treatment you are following which may have an impact upon your ability properly to perform your job (e.g. by making you drowsy or affecting concentration). It is your responsibility to ensure that your practitioner/pharmacist is aware of the requirements of your job.

The nursery strongly discourage the use of drugs for all staff at anytime, including at the evening and weekends when they are not on duty as the use of drugs can have long-last and negative effects. This can include ongoing impairment of judgement, impact on mood and disposition and increased anxiety or depression. Use of drug taking over an extended period may also lead to psychosis and other mental health conditions.

The nursery management team reserve the right to question, discuss and evaluate staff on the impact of taking recreational drugs outside of work, on their ability to fully and conscientiously fulful their role as an early years practitioner. Staff are required to provide truthful and honest answers in any such discussions and failure to do so could result in immediate termination of employment.

**Smoking**

As per the Smoking, Health and Social Care (Scotland) Bill (2005), Rainbow Nursery operates a strict no smoking policy. There are to be no allowances for staff, visitors, parents, contractors or members of the public to smoke either on site or near to any site. Staff accompanying children outside the nursery are NOT permitted to smoke and we will also request that volunteers (parents etc) accompanying nursery children on a nursery outing also refrain from smoking. This policy also applies to the use of e-cigarettes.

**Parents**

If at any time we feel that a parent/carer, or anyone authorised to collect the child is under the influence of alcohol and/or any other toxic substance, we as a nursery will have the child’s safety in mind and therefore may refuse to release the child into their care. In the event that parents/carers appear to smell of alcohol but appear coherent, the child would be released but staff may feel the need to contact services including the police if they feel that the child would be in danger in their care. For example, transporting the child in a car whilst under the influence of alcohol. If a parent/carer appeared to be under serious influence of alcohol with symptoms such as smelling of alcohol, slurred speech and “out of character” behavior then we would refuse the release of the child and we would then contact another authorized person to come and collect the child, explaining the circumstances. In some cases an incident of this nature could lead to a referral to Social Work.

**Date Completed: October 2023**

**Review Date: October 2024**

*This policy will be monitored in line with relevant legislation and good practice guidelines.*