

KLOISTERS KINDERGARTEN

SAFEGAURDING AND WELFARE REQUIREMENT: SAFETY AND SUITABILITY OF PREMISES, ENVIRONMENT AND EQUIPMENT

NO-SMOKING POLICY, STAFF MEDICATION AND OTHER SUBSTANCES

We comply with health and safety regulations and the Welfare Requirements of the EYFS in making our setting a no-smoking environment (including e-cigarettes)– both indoor's and outdoor's.

A **NO SMOKING** policy operates in the building, garden and car park within Kloisters Kindergarten.

. All staff, parents and volunteers are made aware of our no-smoking policy and the implication of disciplinary action if they fail to comply with policy.

. We display no-smoking signs

. Staff who smoke are only permitted to do so during breaks and before work with a compulsory time lapse between smoking and commencing work (guidance minimum 20 minutes generally and 1 hour if working with babies), and they must go completely off the premises and are not permitted to smoke within sight of children, parents/carers, volunteers or visitors etc.

. Staff should not smoke with their uniform visible and staff should not return to work smelling of smoke. Staff make every effort to reduce the effect of the odour and lingering effects of passive smoking for children and colleagues

. We actively encourage no-smoking by having information for parents and staff about where to get help to stop smoking if they are seeking this information

Staff or volunteers must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If they are taking medication which may affect their ability to care for children, those practitioners should seek medical advice.

Management must ensure that those practitioners only 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.

Staff medication on the premises must be securely stored in the locked medication cupboard in the kitchen.

Policy links – Health & Safety Policy, Staff Suitability Declaration and Medication Letter, Disciplinary procedures, Capability Procedure, The Smoke-free (Premises and Enforcement) Regulations (2006)

This policy was amended by	Kloisters Kindergarten	(name of provider)
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Reviewed on	Additions made 13.02.19	(date)
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Date to be reviewed	12/2020	(date)
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Signed on behalf of the provider		
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Name of signatory	Mrs N Bromley	
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Role of signatory (e.g. chair, director or owner)	Manager	
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