**COMPTON PRE-SCHOOL: SMOKING, DRUGS AND ALCOHOL POLICY**

**Compton Pre-school is a smoking, drug and alcohol-free area.**

**The pre-school staff support this policy and ensure that it is observed at all times. It applies to all members of staff, parents, carers, students, visitors and contractors entering the pre-school building.**

**Staff are not permitted to work at pre-school under the influence of alcohol or drugs. If a member of staff arrives for work smelling of, or under the influence of alcohol or drugs, they will be sent home and disciplinary action will be taken.**

**Electronic cigarettes are not permitted on the premises.**

**If a member of staff, student or parent helper smokes during their break/lunch period, they will be expected to leave the pre-school (including the area at the front of the building). On their return they must ensure that all traces of smoke have been removed from their clothing.**

**Staff must inform the manager if they are taking prescribed medication, and must ensure that any medicines brought into work are named and stored securely.**

**Signed on behalf of pre-school by:**

**Date: 26.1.23 Next review: Jan 2024**