



Introduction to policy

Burgh Wood Montessori Nursery School and The Orchard (hereafter called the “Schools”) will not allow smoking, alcohol or drugs on our premises at any time, including outside areas. The Schools will make parents, Guardians, staff, students and volunteers of our Policy and the procedures via email and newsletters. St Ann’s Church Hall and the Banstead Institute have clear ‘NO Smoking’ signs posted in the halls.

Summary of procedures

If a member of staff, student, volunteer or Parents/Guardians were found smoking on our premises he/she/they will be asked to leave immediately. If a member of staff, student or volunteer continues smoking on the premises, the Schools will consider disciplinary procedures against the party with immediate effect. All staff, student or volunteer or visitor will be informed about our no smoking, alcohol and drugs policy during Induction Week or on observation day.

The Schools carries out risk assessments on the premises before children arrive. If we discover the previous user of the settings have been using cigarettes, alcohol or drugs, we will open all doors to make sure the settings are adequately ventilated before the children arrive and inform the Churches.

If a member of staff, student or volunteer arrives at our School clearly under the influence of alcohol and/or drugs, the Manager or in the absence of the Manager the Deputy Manager will ask them to leave immediately and consider disciplinary procedures by contacting the Local Area Designated Officer for safeguarding (LADO) on 0300 123 1650 (select option 4); Safeguarding Children Unit (select option 3).

If a member of staff has good reason to believe that a Parent/Guardian is under the influence of alcohol or drugs when they drop off or collect their child, the Manager or Deputy Manager’s first priority and responsibility is to safeguard and protect the child. If a child has been dropped off at either School, we will contact Surrey police that a person under the influence of alcohol/drugs has left our building and is a threat to the public. If the Parent/Guardian is collecting the child and is suspected of being under the influence of alcohol/drugs, the Schools will persuade the Parent/Guardian to leave the child and we will call other contacts on the child’s Registration Form. If the Parent/Guardian insist on taking the child, Surrey Police will be contacted and advised that a child and members of the public are at risk and Social Services will also be contacted as part of our Safeguarding and Child Protection Policy.

Prescribed Medication

Staff members taking medication that they believe may affect their ability to care for children should seek medical advice prior to their start date. They should only work directly with children if the advice is that the medication is unlikely to impair their ability to look after children. If not they should take time off from work until the medication period has ended.

Further reading/contacts

NHS website:
<http://www.nhs.uk>