

## **NO SMOKING POLICY**

Birchwood Private Day Nursery undertakes the policy that there is NO SMOKING on the setting premises or on the grounds surrounding the setting.

Staff will be asked to bring a spare top to wear while on their lunch to stop any unwanted odours coming into the setting and to protect our children.

This policy also includes parents/guardian and visitors.

To work alongside the NO SMOKING POLICY we also have a strict policy regarding the use of harmful substances during work hours.

This means that any member of staff under the influence of any substance will be asked to leave the premises immediately and an investigation will be carried out to ensure the safety of all children within our care.

If any member of staff feels that a parent/carer is under the influence of any substance then, this is recorded and the information is shared with all relevant people. If a member of staff feels that the child may be put in harm if they leave the building the management may not let the child leave with the parent/carer until another responsible adult arrives to collect them.

Date: 2015

Review: 2016