



Ballygawley Early Years Playgroup

Smoking, Alcohol and Drugs Misuse Policy

Ballygawley Early Years Playgroup aims to minimise the potential health hazards of exposure to a harmful environment whilst at the setting. Therefore, the Playgroup will not allow smoking, alcohol or drugs on our premises at any time, including outside areas, in order to create a healthier environment; for staff, children, parents/guardians and visitors. Furthermore;

- Alcohol will not be allowed in the presence of children. All staff understand the smoking, alcohol and drugs policy. If they have any questions they can talk to the Playgroup Leader.
- The policy applies equally to staff, parents, students, volunteers and visitors.
- The policy applies to all areas within the playschool & grounds.
- This policy applies to all visitors, and staff should seek to ensure visitors comply with its requirements.

Smoking

- No smoking signs are displayed at all times on the premises.
- Any member of staff, student, parent or volunteer found smoking on the premises will be asked to leave immediately. We may consider disciplinary procedures for staff.

Alcohol

- If a member of staff, student or volunteer arrives at our setting clearly under the influence of alcohol, they will be asked to leave immediately. We will consider disciplinary procedures for staff.
- If a member of staff has good reason to believe that a parent is under the influence of alcohol when they drop off or collect their child, they have a duty to tell the Leader and Child Protection Officer. They will then have to decide on the appropriate course of action according to our Safeguarding Children Policy.

Drugs

- If a member of staff, student or volunteer arrives at our setting clearly under the influence of drugs, they will be asked to leave immediately. Where an illegal act is suspected to have taken place, the police will be called. We will consider disciplinary procedures for staff.
- If a member of staff has good reason to believe that a parent is under the influence of drugs when they drop off or collect their child, they have a duty to tell the Leader and Child Protection Officer. They will then have to decide on the



Ballygawley Early Years Playgroup

appropriate course of action according to your Safeguarding Children Policy. Where an illegal act is suspected to have taken place, the police will be called.

If a member of staff suspects that a parent collecting their child from Playgroup and intending to drive is intoxicated the police advice is that efforts should be calmly made to help the parent think of an alternative, safer way of getting home. This might include walking home or getting someone else to collect them or calling a taxi. If the parent becomes aggressive and insists on driving, on no account should staff put their own safety or security at risk. If possible staff should note down the details of the car and phone the police with this information as soon as possible.

In such circumstances, staff cannot prevent a parent taking their own child, but may refuse to allow any other child to be collected. The parents of this child would then be contacted as soon as possible.

Medication

- Practitioners taking medication that they believe may affect their ability to care for children should seek medical advice. They should only work directly with children if the advice is that the medication is unlikely to impair their ability to look after children.
- Any medication belonging to staff will be kept with their belongings out of reach of children.
- Staff will not administer medication to another member of staff unless there is an individual treatment plan for that member of staff (see also Management of Medicines policy).

This policy was adapted at a meeting of our playgroup held on the 1st September 2026

Monitoring

This policy will be reviewed annually by the management team to ensure it remains fit for purpose.

This policy was reviewed by the Ballygawley Early Years Management Committee on:

Date: 01/09/2026

Signed:
(on behalf of the Management Committee)

Name and Position: Iona Devine, Chairperson



Ballygawley Early Years Playgroup

Reviewed on:

Date: Signed:..... Position:.....

Date: Signed:..... Position:.....

Date: Signed:..... Position:.....

This policy also links with the following policies;

- Safeguarding Children and Child Protection policy
- Management of Medicines policy
- Employment Policies (staff folder)