

Beechwood Childcare Limited

Smoking, Alcohol and Drugs Policy

Smoking

Smoking and / or vaping is not permitted in or near Beechwood Childcare premises at any time. This policy applies to staff, parents and visitors. Parents or visitors wishing to smoke will be asked to leave the premises. Staff found smoking or vaping on Beechwood's premises will be subject to the Disciplinary Procedure.

Alcohol and Drugs

Any member of staff found to be under the influence of alcohol or drugs will be suspended from work immediately and invited to attend a disciplinary interview before returning to work.

Any member of staff involved in any illegal act will be dismissed immediately as this is considered to be an act of gross misconduct.

If a parent or guardian attempts to collect a child while considered to be under the influence of alcohol or drugs they will be persuaded to telephone another responsible adult to accompany the child. If this persuasion is unsuccessful, the child will not be released and the parent or guardian informed that Social Services will be contacted as Beechwood consider the child to be at risk. Social Services will be contacted to obtain specific advice if such an incident occurs. An incident report will be completed by a senior member of staff.

STOP AND SEARCH

The Company reserves the right to carry out searches of employees and their property (including vehicles) whilst they are on Company premises. These searches are random and do not imply suspicion in relation to any individual concerned.

An employee may be asked to remove the contents of their pockets, bags, vehicles etc. If this should happen, and if practical, the employee may be accompanied by a third party who is on the premises at the time the search is taking place, or at the time that any further questioning takes place.

Whilst every employee has the right to refuse to be searched, refusal may lead to inferences being drawn and could result in disciplinary action being taken.