

Y-Kidz Smoking, Vaping, Alcohol & Drugs Policy

Department: Lifelong Learning

Owner: Training & Education Manager

Approval Route: YSS Board

Frequency of Revision: Annually

Version	Date Approved	Reason for Update
1	June 2023	Revision of Policy
2	June 2024	Review
3	February 2025	Review
4	February 2026	Review

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1. Smoking and vaping:

Smoking and vaping are not permitted anywhere on the premises of Y-Kidz, including outside play areas. This rule applies to everyone including staff, people collecting children or any other visitors.

If we discover that a child has cigarettes, vaping devices or e-cigarettes in their possession while at Y-Kidz, we will confiscate them and notify their parent or carer at the end of the session.

Staff must challenge smoking or vaping occurring near entrances or perimeters where children could inhale second-hand vapor; such incidents must be logged and risk assessed.

Any confiscated tobacco or vaping items must be stored safely until they can be returned to a parent/carer, with the incident recorded in the incident log.

2. Alcohol:

Anyone who arrives at Y-Kidz clearly under the influence of alcohol will be asked to leave immediately. If a staff member arrives under the influence, this will trigger disciplinary procedures and DSL involvement in line with EYFS and safer recruitment requirements.

If we discover that a child has alcohol in their possession while at Y-Kidz, we will confiscate it and notify their parent or carer at the end of the session.

Staff must not to bring alcohol onto the Y-Kidz premises, under any circumstances.

All alcohol-related incidents must be logged on the safeguarding/incident system and monitored for patterns, as required by DfE wraparound guidance.

3. Drugs:

Anyone who arrives at Y-Kidz clearly under the influence of illegal drugs will be asked to leave immediately. If they are a member of staff, serious disciplinary procedures will follow.

If we discover that a child has drugs -legal or illegal, in their possession while at Y-Kidz, we will inform their parent/carer. These will be confiscated. Confiscated substances must be stored securely and only disposed of following organisational procedures; illegal items may require police involvement.

If a member of staff is taking prescription drugs that may affect their ability to function effectively, they must inform the manager as soon as possible and seek medical advice. The manager will then complete a risk assessment. Staff medication on the premises will be stored securely and out of reach of children at all times.

Staff must consider whether the presence of drugs suggests wider community risk and inform the DSL for further action.

4. Safeguarding children:

All members of staff have a duty to inform the Y-Kidz manager and the Designated Safeguarding Lead (DSL) if they believe that a parent or carer is a threat to the safety of a child due their being under the influence of alcohol or illegal drugs when they drop off or collect their child. The manager and DSL must arrange safe alternative collection for a child if a parent is intoxicated; this includes contacting all emergency contacts as required by EYFS 2025.

If a parent/carer is clearly over the alcohol limit, or under the influence of illegal drugs, staff will do their utmost to prevent the child from travelling in a vehicle driven by them. If necessary the Police should be called.