

No Smoking Policy

We comply with health and safety regulations and the Safeguarding and Welfare Requirements of the Early Years Foundation Stage in making our setting a no-smoking environment - both indoors and outdoors

Procedures

All staff, parents and volunteers are made aware of our No-smoking Policy.

We display no-smoking signs.

The No-smoking Policy is stated in our information for parents.

We actively encourage no-smoking by having information for parents and staff about where to get help to stop smoking if they are seeking this information.

Staff who smoke do not do so during working hours, unless on a break and off the premises.

Staff who smoke during their break make every effort to reduce the effect of the odour and lingering effects of passive smoking for children and colleagues.

Operational proceedings for Outings

1. Before Little Acorns will consider an offsite outing, the venue will be risk assessed; including
2. A letter to parent notifying them of proposed major outings and requesting consent for outing.
3. Appropriate staffing levels maintained and request for parent volunteers.
4. On day of outing:
 - Essential records & equipment are taken by managers
 - For example:
 - Contact telephone numbers, first aid kit, mobile phone
 - Pre-arranged meeting time and place
 - Register taken on arrival
 - Children group with named key workers
 - 2 staff to take children to bathrooms at pre-arranged times
 - Register taken before departure