



SMOKING, ALCOHOL AND DRUGS

Our club believes that every child has the right to be cared for in a safe and caring setting. We are committed to ensuring this at all times

The Club strongly prohibits the use or possession of cigarettes, alcohol and illegal drugs on our premises at any time. If staff, students, volunteers or children are found to have broken the rules in respect of this policy, it will be treated as a very serious disciplinary matter.

All staff will be made aware of the provisions of this policy during their induction, including the importance of them setting a positive example to children. All children will be made aware of the rules during their settling in period. Any contravention of the provisions of this policy will be dealt with under the Club's Staff Disciplinary Procedures.

Drugs

Staff, students, volunteers or children who arrive at the Club clearly under the influence of illegal drugs, will be asked to leave immediately and disciplinary procedures implemented.

If a child is found in possession of illegal drugs on the premises, the drugs will be removed from the child's possession and their parent/carer will be informed as soon as possible and they will be asked to come and collect their child. If staff are found in possession of illegal drugs, serious disciplinary action will follow.

In cases where staff are taking prescribed drugs that may affect their ability to function effectively at work, the Manager must be informed as early as possible.

If a member of staff has good reason to suspect that a parent/carer is under the influence of illegal drugs when they drop off or collect their child, they have a duty to inform both the Manager and the designated Child Protection Officer, according to the provisions of the safeguarding policy.

In such circumstances, the Manager and the Child Protection Officer will then be responsible for deciding upon the appropriate course of action, ensuring that the safety and protection of the child remains paramount at all times.

Staff will make all possible efforts to ensure that children are not allowed to travel in a vehicle driven by someone who is clearly under the influence of illegal drugs, this includes coach drivers and bus drivers who are responsible for taking staff and children on trips.



Where an illegal act is suspected to have taken place, the police will be called.

Alcohol

Staff, students, volunteers or children who arrive at the Club clearly under the influence of alcohol, will be asked to leave immediately and disciplinary procedures will follow.

If a child is found in possession of alcohol on the premises, the alcohol will be removed from the child and their parent/carer will be informed as soon as possible and they will be asked to collect their child. Staff are strongly advised not to bring alcohol onto the Club's premises.

If a member of staff has good reason to suspect that a parent/carer is under the influence of alcohol when they drop off or collect their child, to the extent that the safety of the child is threatened, they have a duty to inform both the Manager and the designated Child Protection Officer, according to the provisions of the safeguarding policy.

The Manager and the Child Protection Officer will then be responsible for deciding upon the appropriate course of action, ensuring that the safety and protection of the child remains paramount at all times.

Staff will make all possible efforts to ensure that children are not allowed to travel in a vehicle driven by someone who is clearly over the legal alcohol limit. This includes coach and bus drivers who are responsible for taking staff and children on trips.

Where an illegal act is suspected to have taken place, the police will be called.

Smoking

Smoking is not permitted anywhere on the premises. This rule applies equally to staff, students, volunteers, children, parents/carers or any other visitors, for example workmen at the club or the school.

If a child is found in possession of cigarettes on the premises, they will be confiscated and their parent/carer informed as soon as possible, they will be asked to collect their children.

In order to set a good example to the children, where members of staff do smoke in their breaks this must not be done in any place where the children could see them. Staff are encouraged to change out of their uniform before smoking.



This policy also applies to e-cigarettes.

This policy was reviewed at a meeting of	Poppleton Road OOSC	
Held in:	Nov 2023	
To be reviewed in:	Nov 2024	
Signed on behalf of the setting:		
Name of Signatory:		
Role of Signatory:	Manager	Deputy Manager