

SMOKING, ALCOHOL AND DRUGS

Our 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 and Behaviour Management policies.

DRUGS:

Staff, students or volunteers 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, their parent/carer will be contacted and asked to collect their child immediately. If for any reason the Parent/Carer is unable to respond then the child/ren in question will be fully supervised till the end of the session.

If any staff are found in possession of illegal drugs, serious disciplinary action will follow.

In cases where staff are taking prescribed or over the counter drugs that may affect their ability to function effectively at work, the Manager/Deputy must be informed as early as possible. If this medication is brought onto the premises, it must be locked away out of the reach of the children. (This includes paracetamol etc)

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 the Manager/Deputy, according to the provisions of the Child Protection policy.

In such circumstances, the Manager/Deputy 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.

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.

As with drugs, if a child is found in possession of Alcohol on the premises, their parent/carer will be contacted and asked to collect their child immediately. If for any reason the Parent/Carer is unable to respond then the child/ren in question will be fully supervised till the end of the session.

Staff members are strongly advised not to bring alcohol onto the Club's premises under any circumstance.

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 the Manager/Deputy, according to the provisions of the Child Protection policy.

The Manager/Deputy 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.

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. If a child is found in possession of cigarettes on the premises, they will be confiscated and their parent/carer contacted immediately.

All incidents of these kinds will be recorded in the Incident Book and then continuously monitored.