



## **NO SMOKING/DRUGS/ALCOHOL POLICY**

**Our Club 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. Any children will be made aware during their settling in period. Any contravention of the provisions of this policy will be dealt with under the Club's Disciplinary Procedures and Behaviour Management policies.

### **Drugs**

Staff, students, volunteers or children who arrive at the Club clearly under the influence of illegal drugs, will be asked to leave immediately or have their parents/carers called. Disciplinary procedures will then be implemented.

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 a good reason to suspect 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 Child Protection 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.

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 their parent/carer will be informed at the end of the session. Staff are strongly advised not to bring alcohol onto the Club's premises.

If a staff member has good reason to suspect that 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 designated Child Protection Officer, according to the provisions of the Child Protection policy.

The Manager and Child protection Officer will then be responsible for deciding 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 any 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 both equally to staff, students, volunteers, children, parents/carers and any other visitors.

If a child is found with cigarettes on the premises, they will be confiscated and their parents/carers informed at the end of the session.

- It is hoped that anyone associated with the club will both support and understand this policy

26th July 2004