

Smoking, Alcohol and Drugs Policy

Smoking (inc. Vaping)

Smoking, including e-cigarettes/vaping is not permitted anywhere on the premises or directly outside the setting. This is especially pertinent when children are present or about to be present. This rule applies equally to management committee members, staff, students, volunteers, children, parents/carers or any other visitors. Appropriate signage will be displayed.

If staff smoke before they start work or during their breaks, they must wear an outer layer that is then removed when they start work. They must also wash their hands and freshen their breath. Smoking in uniform for The Hideaway is not permitted at any time

Although e-cigarettes are safer than smoking and can be a useful tool in quitting, they are not permitted in the setting due to role modelling from adults and mimicking behaviour of children. If a child is found in possession of cigarettes/vaporizers on the premises, they will be confiscated and their parent/carer informed at the end of the session.

Alcohol

Management committee members, staff, students or volunteers who arrive at the setting and are clearly or suspected of being 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 setting's premises.

Drugs

Management committee members, staff, students or volunteers who arrive at the setting and are clearly or suspected of being under the influence of illegal drugs, will be asked to leave immediately and disciplinary procedures implemented. If a child is found in possession of drugs on the premises, their parent/carer will be informed. If staff are found in possession of illegal drugs, disciplinary action will follow. In cases where staff are taking over the counter/prescribed drugs that may affect their ability to function effectively at work, the Senior Worker must be informed as early as

possible and a risk assessment will be completed. Staff should also seek medical advice regarding their ability to work with children whilst taking medication. In addition, they need to ensure that any medication, they have, is stored securely out of the reach of children.

Parents and Carers

If a member of staff has good reason to suspect that a parent/carer is under the influence of illegal drugs or 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 Senior Worker and the designated Child Protection Officer, according to the provisions of the Child Protection Policy. In such circumstances, the Senior Worker 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 or alcohol.

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