



Policy Document:

# Smoking, Alcohol & Drugs.

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## **Smoking, Alcohol & Drugs.**

### **Smoking**

Smoking is not permitted anywhere on the premises of The Meadows, including outside play areas. This rule applies to everyone including staff, individuals collecting children and any other visitors.

If we discover that a child has cigarettes in their possession while at the Centre, we will confiscate the cigarettes and notify their parent or carer at the end of the session.

### **Alcohol**

Anyone who arrives at the Centre clearly under the influence of alcohol will be asked to leave immediately. If they are a member of staff, disciplinary procedures will follow.

If we discover that a child has alcohol in their possession while at the Centre, we will confiscate it and notify their parent or carer at the end of the session.

Staff are asked not to bring alcohol onto the Centre's premises. On occasion it is recognised that staff may receive alcoholic gifts from parents/carers. Such gifts must be kept in the staff cloak room or office area and must not be opened at any point, irrespective of whether children are on site or not.

### **Drugs**

Anyone who arrives at the Centre clearly under the influence of illegal drugs will be asked to leave immediately. If they are a member of staff, serious disciplinary procedures will follow.

If we discover that a child has illegal drugs in their possession while at the Centre, we will inform their parent or carer.

If a member of staff is taking prescription drugs that may affect their ability to function effectively, they must inform the manager as soon as possible and seek medical advice. The manager will then complete a risk assessment. Staff medication on the premises will be stored securely and out of reach of children at all times.

### **Safeguarding children**

All members of staff have a duty to inform the Centre manager and the designated Child Protection Officer (CPO) if they believe that a parent or carer is a threat to the safety of a child due to their being under the influence of alcohol or illegal drugs when they drop off or collect their child. The manager and CPO will decide upon the appropriate course of action.

If a parent or carer is clearly over the alcohol limit, or under the influence of illegal drugs, staff will do their utmost to prevent the child from travelling in a vehicle driven by them. If necessary, the police should be called.

*Note: The Centre reserves the right to search the personal belongings of staff and visitors if there is a suspicion that alcohol or drugs are being brought on to the premises.*

**ADOPTION AND ANNUAL REVIEW OF THE POLICY**

This policy was adopted on:..... - 1 December 2012  
Signed:..... SK

This policy was reviewed/amended in:..... - December 2013  
Signed:..... SK

This policy was reviewed/amended in:..... - December 2014  
Signed:..... SK

This policy was reviewed/amended in:..... - July 2015  
Signed:..... SK & JRS

This policy was reviewed/amended in:..... - July 2016  
Signed:..... SK

This policy was reviewed/amended in:..... - September 2017  
Signed:.....JRS

This policy was reviewed/amended in:..... - October 2020  
Signed:..... SK

This policy was reviewed/amended in:..... - November 2022  
Signed:.....JRS

This policy was reviewed/amended in:..... - August 2023  
Signed:.....JRS

This policy was reviewed/amended in:..... -  
Signed:.....

This policy was reviewed/amended in:..... -  
Signed:.....

This policy was reviewed/amended in:..... -  
Signed:.....

