



Essex After School Clubs

Smoking, Alcohol and Drugs Policy

Smoking, Alcohol and Drugs

Our Club strongly prohibits the use or possession of cigarettes, alcohol and illegal drugs on our premises at anytime. 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. (EYFS Requirement: 3.19- Practitioners must not be under the influence of alcohol or any other substance which may affect their ability to care for children.)

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. (EYFS Requirement: 3:20-Providers must ensure that all staff receive induction training to help them understand their roles and responsibilities). All children will be made aware of the Club rules during their settling in period.

Drugs

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

If a child is found in possession of illegal drugs on the premises, their parent/carer will be informed immediately. 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. (EYFS Requirement: 3.19-If practitioners are taking medication which may affect their ability to care for children, those practitioners should seek medical advice.)

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 Safeguarding Officer according to the provisions of the Safeguarding Children policy.

In such circumstances, the Manager and the Safeguarding 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 or volunteers 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 immediately. 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 Safeguarding Officer, according to the provisions of the Safeguarding Children policy.

The Manager 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 informed immediately.

(EYFS Requirement: 3.56-Providers must not allow smoking in or on the premises when children are present or about to be present.)

Staff medication

All staff have a responsibility to work with children only where they are fit to do so. Staff must not work with children where they are infectious or too unwell to meet children's needs. This includes circumstances where any medication taken affects their ability to care for children, for example, where it makes a person drowsy. If any staff member believes that their condition, including any condition caused by taking medication, is affecting their ability they must inform their line manager and seek medical advice. *(EYFS Requirement: 3.19-If practitioners are taking medication which may affect their ability to care for children, those practitioners should seek medical advice.)*

Where staff may occasionally or regularly need medication, any such medication must be kept in the person's locker/separate locked container. In all cases it must be stored out of reach of the children. It must not be kept in the first aid box and should be labelled with the name of the member of staff. *(EYFS Requirement 3:19-Staff medication on the premises must be securely stored, and out of reach of children, at all times.)*