

Weddington Primary Out of Hours Club

Smoking, Alcohol and Drugs Policy

Weddington Primary Out of Hours 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.

Drugs

Staff, students, volunteers or children 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/carers will be informed immediately. If staff are found in possession of illegal drugs, serious disciplinary action will follow, and the police will be contacted.

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 good reason to suspect that a parent/carers 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 Lead, according to the provisions of the Safeguarding Children/Child Protection policy.

In such circumstances, the Manager and the Designated Safeguarding Lead 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 called immediately.

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 regarding staff.

If a child is found in possession of alcohol on the premises, their parent/carer will be informed immediately by phone. Alcohol is not permitted to be brought into the setting by staff.

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 Lead according to the provisions of the Safeguarding Children/Child Protection policy.

The manager and the Safeguarding Lead 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.

Policy reviewed: April 2024

To be reviewed: April 2025