



## Smoking, Alcohol and Drugs

### Smoking

Smoking is not permitted anywhere on the premises of Barton Kids Club, including outside play areas. This rule applies to everyone, including staff, people collecting children or any other visitors.

If we discover that a child has cigarettes in their possession while at the Club, we will confiscate the cigarettes and inform their parent/carer.

### Alcohol

Staff are not permitted to consume alcohol during their hours of work, or to care for children if they have consumed alcohol prior to commencing work.

Anyone who arrives at the Club 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 Club, we will confiscate it and inform their parent/carer.

### Drugs

Staff are permitted to take prescription medication considered appropriate for use while working with children. If a member of staff is taking prescription medication that may affect their ability to function effectively, they must inform the manager. The manager will complete a risk assessment and take any appropriate action as a result of that risk assessment.

Staff medication on the premises will be stored securely and out of reach of children at all times.

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

If we discover that a child has illegal drugs in their possession while at the Club, we will confiscate them and inform their parent/carer.

### Safeguarding Children

All staff have a duty to inform the Designated Safeguarding Lead and Club manager if they believe that a parent/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 Designated Safeguarding Lead and Club manager will decide upon the appropriate course of action, which may include:

- Speaking with the parent/carer about the situation and the potential danger to the child.
- Requesting that someone else be with the parent to take responsibility of the child before the Club gives up their responsibility of the child.
- Doing our utmost to prevent the child from travelling in a vehicle driven by the parent/carer

Although we have no legal right to withhold a child from their parent/carer, we reserve the right to contact the police if we feel it appropriate.

# BARTON KIDS CLUB



We will ensure that there are two staff present when speaking to a parent/carer in these circumstances in order not to jeopardise staff members own safety.

The incident will be recorded on a **Logging a Concern** form.

This policy was adopted by: Barton Kids Club	Date: September 2021
To be reviewed: 2022	Signed: Linda Hoenes, Manager