

No Smoking, Alcohol and Drugs Policy

Smoking

Smoking is not permitted in any part of the premises, entrances or grounds at any time, by any person regardless of their status or business, be they a parent, carer, trustee, staff, volunteer, visitor or otherwise.

Second hand smoke is both a public and workplace health hazard. This No Smoking Policy seeks to guarantee the right of all to breathe air free of tobacco smoke and to comply with smoke-free legislation. Smoking will not be tolerated at entrances and exits.

Our No Smoking Policy operates at all Malvern Special Families events.

To comply with smoke-free legislation smoking is not permitted in vehicles used for Malvern Special Families business.

Staff breaches of this policy will be subject to the normal disciplinary procedures, as stated in employees' handbook.

If a child is found in possession of cigarettes on the premises, the cigarettes will be confiscated and their parent/carer informed.

Drugs and other substances

When working directly with children staff, students, volunteers and visitors must not be under the influence of alcohol or any other substance.

Staff taking medications/other substances

If staff are taking medication which may affect their ability to care for children, they should declare it on their health declaration form when accepting a post and seek medical advice. Staff medication on the premises must be securely stored and out of reach of children at all times.

Staff being unfit to work due to being under the influence of alcohol, drugs or any other substance which may affect their ability to care for children, will be deemed as gross misconduct and disciplinary procedures will be enforced.

Staff are required to notify Malvern Special Families of any changes to their health and DBS declaration during each club to ensure there has been no change in circumstances since they last worked.

Children/young people who arrive at clubs clearly under the influence of illegal drugs will be taken into a separate room and their parent/carer will be called. If a child is found in possession of illegal drugs on the premises, the drugs will be confiscated and their parent/carer will be informed immediately.

Alcohol

Staff, students, volunteers who arrive at clubs clearly under the influence of alcohol, which may affect their ability to care for children, will be deemed as gross misconduct and disciplinary procedures will be enforced.

Children, who arrive at clubs clearly under the influence of alcohol, will be taken into a separate room and parent/carer contacted. If a child is found in possession of alcohol on the premises the alcohol will be confiscated and their parent/carer will be informed immediately. Staff must not bring alcohol onto club premises.

Parents under the Influence

If a Playworker has good reason to suspect that a parent 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 the DSL, according to the provisions of the Safeguarding Policy ensuring that the safety and protection of the child remains paramount at all times.

Staff should consider discussing with the parent/carer if other arrangements could be made, for example contacting another family member to take care of the child. The focus for staff will always be the maintenance of the child's welfare, as opposed to the moderation of the parent's/carer's behaviour.

The DSL will then be responsible for deciding on 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 under the influence of illegal drugs. Where an illegal act is suspected, the police will be called.

Substances or paraphernalia found on the premises:

- A judgement should be made based on the type of substance found.
- For tobacco, alcohol or over the counter/prescription drugs, staff should ensure that the substance is moved to a safe place out of the reach of children.

For illegal drugs, the law permits club staff to take temporary possession of a substance that they suspect is an illegal drug, providing that all reasonable steps are taken to destroy the drug(s) or deliver it to a person lawfully entitled to take custody of it. In taking temporary possession of suspected illegal drugs, staff should:

- make sure that a second adult witness is present throughout
 - seal the sample in a plastic bag and include details of the date and time of the seizure/find and the name of the witness
 - store it in a secure place, such as a lockable container with access limited to senior members of staff
 - The club should report the finding of drugs to the Referral and Advice Team or the Police.
- **Needles or syringes** found on site should be dealt with very carefully.
 - Firstly, the area should be cleared.
 - If there is a sharps box on site, tongs, tweezers or heavy duty gloves should be used to pick up the needle.
 - If not, a suitable container should be found, ideally one with a lid to contain the needle before taking to your nearest health centre to dispose of.
 - Wash hands thoroughly afterwards

Implementation and maintenance

Managers and supervisors are responsible for ensuring the implementation and maintenance of this policy. However all staff have a personal responsibility in ensuring their personal compliance and in ensuring that all those who enter the premises are made aware of the policy.

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.