

Smoking & Drinking Policy

Jimmy Grimboll's 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 period, including the importance of them setting a positive example to children. Due to the age of the children at the Club, they will not be made explicitly aware of these rules as we do not believe it is appropriate.

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 parents / carers will be informed at the end of the session. 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 Management Team must be informed as early as possible and a decision will be made on if the employee is capable and safe to carry on their work, whilst taking the medication.

If a member of staff has good reason to suspect that a parent / carer is under the influence of illegal drugs when they collect their child, they have a duty to inform both of the Nominated Safeguarding Officers, responsible for Safeguarding children, according to the provisions of the Safeguarding Children policy.

In such circumstances, the Nominated Safeguarding Officers will then be responsible for deciding upon the appropriate course of action, ensuring that

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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.

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Where an illegal act is suspected to have taken place, the police will be called.

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.

If a child is found in possession of alcohol on the premises, their parent / carer will be informed at the end of the session. Staff are not permitted to bring alcohol onto the Club's premises at any times.

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 of the Nominated Safeguarding Officers, responsible for Safeguarding children, according to the provisions of the Safeguarding Children policy.

In such circumstances, the Nominated Safeguarding Officers 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 at the end of the session. Smoking and drinking alcohol is not permitted during club sessions or in any area of the school premises or grounds.

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If a member of staff does smoke, they cannot carry cigarettes or lighters on their person during club sessions. These items must be stored in the lockable cupboard and are only allowed for designated cigarette breaks or at the end of the working day. During a designated cigarette break the member of staff must walk of and away from the school premises as smoking is not permitted on the grounds of the school.

In the case of trips out or residential nights or weeks away, staff are permitted to smoke as long as they follow the following procedure:

- **The management team must be asked if you can go on a smoking break as it must be at an appropriate time and the staff to children ratio must be maintained.**
- **When having a smoking break you are permitted 5 minutes and the smoking break must take place at an area well away from all children and out of sight of all children.**
- **You must follow the smoking policy of the area you are in. If there is a designated smoking area, away from the children, you must use this.**

WHEN AWAY ON RESIDENTIALS, STAFF ARE NOT PERMITTED TO DRINK OR CARRY ANY FORM OF ALCOHOL.

When children are given warm drinks as part of their breakfast this will be fully supervised by members of staff. Staff having hot drinks at the club, will always take adequate precautions to ensure the safety of the children.