



# Funtastic Club Policies & Procedures

Number 21

Substances Policy (Drugs,  
Alcohol and Smoking)



## **Substances Policy (Drugs, Alcohol and Smoking)**

At Funtastic, we strongly prohibit the use of cigarettes, and the use or possession of alcohol and illegal drugs on our premises at anytime. If staff, students, volunteers, children, young people or parents/carers are found to have broken the rules in respect of this policy, it will be treated as a very serious matter.

All staff, volunteers and students will be made aware of the provisions of this policy during their induction, including the importance of them setting a positive example to children and young people. Any contravention of the provisions of this policy will be dealt with under the employers Staff Disciplinary Procedures and the centres Behaviour Management policy and/or Suspension and Exclusions policy.

### **Drugs**

Staff, students, volunteers, or parents/carers who arrive at the centre clearly under the influence of illegal drugs, will be asked to leave immediately. If staff are found in the possession of illegal drugs, serious disciplinary action will follow.

If a child or young person is found in possession of illegal drugs on the premises, staff will secure them in a safe and supervised environment, and the child or young person's parent/carer will be informed at the end of the session. If a child or young person is thought to be under the influence of illegal drugs the management reserves the right to seek medical assistance/advice for them.

### **Safeguarding children procedures will be followed as appropriate.**

In cases where staff, volunteers and students 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/carer is under the influence of illegal drugs when they drop off or collect their child, they have a duty to inform the manager and the designated Child Protection Officer, according to the provisions of the 'Safeguarding Children Policy'.

In such circumstances, the manager and the Child Protection Officer will then be responsible for deciding upon the appropriate course of action, ensuring that the safety and the protection of the child remains paramount at all times.



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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, volunteers, or parents/carers who arrive at the project clearly under the influence of alcohol, will be asked to leave immediately and disciplinary procedures will follow.

If a child or young person is found in possession of alcohol on the premises, their parent/carer will be informed at the end of the session. If a child or young person is thought to be under the influence of alcohol the manager reserves the right to seek medical assistance for them and Safeguarding Children procedures may be followed.

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 Child Protection Officer, according to the provisions of the 'Safeguarding Children Policy'.

The manager and the Child Protection 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 over the legal alcohol limit.

When 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. Adults who smoke during



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designated breaks are asked to move clearly away from the premises so as not to influence children or young people.

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.

**Staff will seek appropriate support for any child, young person, or adult who requests help in dealing with smoking, alcohol or drug use.**

Assessors Name	Updated on	Reviewed on	Signature
Regine Natchoo	September 17	September 18	R.Natchoo
Regine Natchoo	September 18	September 19	R.Natchoo