

SMOKING, ALCOHOL AND DRUGS POLICY

Our school prohibits the use of cigarettes, alcohol and illegal drugs on our premises and on school outings and trips at any time. If staff, parents, volunteers, visitors or children are found to have broken the rules in respect of this policy it will be treated as a very serious matter.

Alcohol and drugs

Staff

- Staff are not permitted to consume alcohol during their contracted hours of work or to care for the children if they have consumed alcohol prior to commencing work.
- The same applies to all drugs and substances other than those prescribed by a doctor and considered appropriate for intake while working with children.
- Staff will ensure that their personal medication and prescription drugs are stored correctly, safely and away from children in their original packaging/containers.
- Staff will promote positive role models in health and safety practices in relation to smoking, alcohol and drugs.
- Should a member of staff be found under the influence of alcohol or drugs of any illegal form before or during school hours, they will be immediately asked to leave the premises and told to return home. Thereafter the normal disciplinary procedures will begin.
- Staff are strongly advised not to bring alcohol onto the school's premises.

Parents

- If a member of staff has reason to suspect that a parent/carer is under the influence of drugs or alcohol when they arrive to collect their child, to the extent that the safety of the child may be at risk, they will inform a senior member of staff or the school's designated Child Protection co-ordinator.
- The staff team will endeavour to manage the incident tactfully to ensure that the professional relationship with the family is maintained.
- A member of staff will speak to the parent/carer about their concerns.
- Two staff will be present when speaking to a parent/carer so that staff do not jeopardise their own safety or others in these situations.
- The parent/carer concerned will be asked to arrange for another parent/carer to take responsibility for the child before a member of staff gives up his/her responsibility of the child.
- 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.
- Should this not happen, although the school has no legal right to withhold a child from a parent/carer, we reserve the right to contact any relevant authorities that we may feel appropriate i.e. the police, partner, etc. Any member of staff feeling under threat should contact the police.
- A full written report will be made of the incident.
- Where an illegal act is suspected to have taken place, the police will be called.

Your child's safety is our main concern and as such this will determine the course of action taken.

Children

- If a child is found in possession of drugs, alcohol or other substances on the premises, their parent/carer will be contacted immediately. The purpose of this contact will be to ascertain if anything may have been consumed by the child and if any action needs to be taken.
- Any contravention of the provisions of this policy will be dealt with under the school's Behaviour Management policies.
- The school's 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.

Visitors

- Any visitor considered to be under the influence of alcohol or any other substance will be asked to leave the school premises.
- See **Parents, Visitors and Volunteers policy**

Smoking

- Smoking is not permitted anywhere on the premises or whilst on outing or trips. This rule applies equally to staff, parents/carers, volunteers, children, or any other visitors. This policy applies at all events and regardless of whether or not children are on the premises at the time.
- If a child is found in possession of cigarettes on the premises, they will be confiscated and their parent/carer informed when the child is collected.

Alcohol at school events

- Alcohol will not be consumed on the school premises at any event at which children are present.
- At functions and events for parents and staff (ie cheese and wine/social evenings) when no children are present, if alcohol is served the onus will be on the guests to *drink responsibly*.
- Soft drinks/non-alcoholic refreshments will always be available at these events.
- The school will not encourage any adult to *drink and drive*.

Monitoring and review

This procedure is monitored by the Principals and staff of the school and will be reviewed in line with the school's Policy review cycle.