

SMOKING, ALCOHOL AND DRUGS POLICY

Our school prohibits the use of cigarettes, e-cigarettes and illegal drugs on our premises and on school outings and trips at any time. The school prohibits the consumption of alcohol on the school premises during the school day.

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.
- Where a member of staff is considered to be under the influence of alcohol or drugs of any illegal form before or during school hours, they will be immediately asked to go to the school office or other area where children are not present. The school will assist them to make arrangements to get home safely.
Staff are advised that Disciplinary Procedures may follow incidents of this nature.

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 Safeguarding Lead (DSL).
- A senior member of staff or the DSL will speak to the parent/carer about their concerns, another member of staff should be present during this meeting 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 their child.
- Staff will make all possible efforts to ensure that children are not allowed to travel in a vehicle driven by someone who appears to be under the influence of alcohol or drugs.
- Should this not happen, although the school has no legal right to withhold a child from a parent/carer, the school will advise them that a relevant authority may be contacted i.e. the police, in the instance of the child being driven home, or SPOA in the instance where the child is considered to be at risk of harm.
- Any member of staff feeling under threat should immediately 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 Policy**.
- The school's Designated Safeguarding Lead will 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 during the school day.
- Alcohol will not be consumed on the school premises at any event at which children are present and where an alcohol licence is required.
- At functions and events for parents and/or 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 annually.

Current review dated:14/11/2019

Effective date: January 2020

Next Review date: January 2021

Reviewed by: Mark Hunter