



Strawberry Hill School Clubs Wrap Around Care Drug, alcohol, and smoking Policy

Wrap Around Care =
St James Breakfast and After School Club
St Richard Reynolds Breakfast and After School Club
Twickenham Prep Wrap Club

Strawberry Hill School Clubs prohibits the use of cigarettes, e-cigarettes, alcohol, and illegal drugs on our premises at any time. If staff, students, or volunteers are found to have broken the rules in respect of this policy this will be dealt with through our disciplinary procedures. Where an illegal act is suspected to have taken place, the police will be called, and Ofsted will be informed. 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. All parents/carers will be made aware of the rules during their induction visits.

Drugs

- Staff, students, or volunteers who arrive at the Strawberry Hill School Clubs are suspected to be under the influence of drugs and considered unfit to work, will be asked to leave immediately and disciplinary procedures implemented. If there are serious concerns about a staff member's use of drugs or alcohol outside of their working hours, we will review the impact in line with the Safeguarding Policy. If staff are found in possession of illegal drugs, disciplinary action will follow.
- In cases where staff 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 both the Manager/ Designated Safeguarding Officer, according to the provisions of the Safeguarding Children policy. If parents/carers come to collect their child at the end of the day and are acting under the influence of drugs or alcohol then we have a duty to refuse for them to take their child, explaining that this is safeguarding, and we will call another person who is named on their data collection sheet. If this is to happen, then the Strawberry Hill Preschool and Wrap Around Care Manager will arrange a meeting with the family to discuss their concerns and offer help if we can. All conversations held with the family will be recorded and any incidents will be logged. If for any reason parents/carers show any form of aggression when we withhold their child, then we will call the police. If we feel that parents/carers are not following advice furthermore to a meeting, then Strawberry Hill School Clubs would have no option but to call the Single Point of Access (SPA) and inform them of the circumstances.
- If there are concerns about the impact of a parent/carer's substance misuse upon the child(ren) outside of any of the settings, we will follow the procedures in our Safeguarding Policy.

Alcohol

- Staff, students, or volunteers who arrive at the School Clubs clearly under the influence of alcohol, will be asked to leave immediately and disciplinary procedures will follow, as with the procedure with drugs. 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, and the safety of the child is threatened, they have a duty to inform the Manager/Designated Safeguarding Officer, according to the provisions of the Safeguarding policy. The Manager/ Designated Safeguarding Officer will then be responsible for deciding upon the appropriate course of action, ensuring that the safety and protection of the child always remains paramount.

- Any parent collecting a child from the premises smelling of alcohol, but who does not appear to be under the influence of alcohol, will be questioned on this aspect, a parent/carer displaying responses of a sound mind and ability will be allowed to take the child. The parent will be informed that a note of concern will be added to their file and continual re-occurrences may result in a referral to SPA should the Preschool deem the child to be 'at risk'.

Smoking

We comply with health and safety regulations and the welfare requirements of the law in making our setting a smoking-free environment both indoors and outdoors. We do this by:

- All staff, parents and volunteers are made aware of the no smoking policy.
- Displaying 'no smoking' signs around the setting.
- Staff who do smoke may only do this on their break and well away from the premises.
- To prevent passive smoking, staff are required to take off their uniform when leaving the premises. This is to prevent the odour of smoke lingering on their clothes.
- Staff are required to make every effort to reduce the effect of the odour and lingering effects before returning to work from their break.
- Actively discourage smoking by providing information about the health risks.

Guidance from:

The smoke-free Regulations 2006

www.opsi.gov.uk

Reviewed October 2023