



## Smoking, Alcohol and Drugs Policy

### Smoking

Smoking or the use of vaping devices is not permitted anywhere on the school premises, including outside play areas. This rule applies to everyone including staff, people collecting children or any other visitors. If we discover that a child has cigarettes in their possession while at the Club, we will confiscate the cigarettes and notify their parent or carer at the end of the session. Charging of vapers is also strictly prohibited.

### Alcohol

Anyone who arrives at the Club clearly under the influence of alcohol will be asked to leave immediately. If they are a member of staff, disciplinary procedures will follow. If we discover that a child has alcohol in their possession while at the Club, we will confiscate it and notify their parent or carer at the end of the session. Staff are asked not to bring alcohol onto the Club's premises.

### Drugs

Anyone who arrives at the Club clearly under the influence of illegal drugs will be asked to leave immediately. If they are a member of staff, serious disciplinary procedures will follow. If we discover that a child has illegal drugs in their possession while at the Club, we will confiscate it immediately and will inform their parent or carer. If a member of staff is taking prescription drugs that may affect their ability to function effectively, they must inform management as soon as possible and seek medical advice. A risk assessment will then be completed. Staff medication on the premises will be stored securely and out of reach of children at all times.

### Safeguarding children

All members of staff have a duty to inform management and the Designated Safeguarding Leader (DSL) if they believe that a parent or carer is a threat to the safety of a child due their being under the influence of alcohol or illegal drugs when they drop off or collect their child. Management and the DSL will decide upon the appropriate course of action. If a parent or carer is clearly over the alcohol limit, or under the influence of illegal drugs, staff will do their utmost to prevent the child from travelling in a vehicle driven by them. If necessary, the police should be called.

This policy was adopted by: TJ's Club (Hampshire) Ltd	Date: October 2024
Signed: J Little	To be reviewed: October 2025

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2024)*:  
*Safeguarding and Welfare Requirements: Safeguarding policies and procedures [3.6] and Suitable people [3.9].*