**KNIGHTWOOD KIDS CLUB**

 **OFSTED REGISTRATION NUMBER 110551**

 **CHARITY NUMBER 1081786 – KIDS CLUB NETWORK 4734**

 **C/O KNIGHTWOOD PRIMARY SCHOOL, BELLFLOWER WAY,**

 **CHANDLERS FORD, HAMPSHIRE, SO53 4QH**

 **SMOKING, ALCOHOL & DRUGS**

**Our club strongly prohibits the use or possession of cigarettes, alcohol and illegal drugs on our premises at any time. If staff, students, volunteers or children are found to have broken the rules in respect of this policy, it will be treated as a very serious disciplinary matter.**

**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 children will be made aware of the rules during their settling in period. Any contravention of the provision of this policy will be dealt with under the clubs Staff Disciplinary Procedures and Behaviour Management Policies.**

**DRUGS**

**Staff, students, volunteers or children who arrive at the club clearly under the influence of illegal drugs, will be asked to leave immediately and disciplinary procedures implemented.**

**If a child is found in possession of illegal drugs, on the premises, their parent/carer will be informed immediately and the child/children will be removed from the club. If staff are found in possession of illegal drugs, or drug related accessories, serious 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, and the staff member maybe asked to stay off of work until they have stopped taking the prescribed drugs.**

**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/children, they have a duty to inform both the Manager and the designated Child Protection Officer, according to the provisions of the Safeguarding (Child Protection) 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 protection of the child remains paramount at all times.**

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**Staff will make all possible efforts to ensure that the child/ 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 children who arrive at the club clearly under the influence of alcohol, will be asked to leave immediately and disciplinary procedures will follow. Staff are strongly advised not to being alcohol on to the premises.**

**If a child is found in possession of alcohol on the premises, their parent/carers will be informed immediately to come and collect their child/children who will be removed from the session.**

**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/children, to the extent that the safety of the child/children is threatened, they have a duty to inform both the Manager and the designated Child Protection Officer, according to the provisions of the Child protection 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/children 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.**

**Where 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. If a child is found in possession of cigarettes on the premises, they will be confiscated, and their parents/carers informed immediately and the child/children removed from the session.**

**LEGAL FRAMEWORK**

* **The Smoke-Free (Premises & Enforcement) Regulations 2006**

[**www.opsi.gov.uk/si/si/2006/20063368.htm**](http://www.opsi.gov.uk/si/si/2006/20063368.htm)

* **Management of Health & Safety at Work Regulations 1999**

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**FURTHER GUIDANCE**

* [**www.4children.org.uk**](http://www.4children.org.uk)

**POLICY START DATE ………………………………………………….. 1st September 2000**

**POLICY REVIEWED DATE …………………………………………… 19th August 2015**

**Reviewed Date Sept 2017**

**Reviewed Date Sept 2019**

**Reviewed Date Jan 2024**