



SMOKING, ALCOHOL AND DRUGS POLICY

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Smoking, Alcohol and Drugs

Smoking

Smoking either with cigarettes or vapes are not permitted anywhere on the premises of LEAPS Suffolk, including outside play areas and car parks. This rule applies to everyone including staff, volunteers, people collecting attendees or any other visitors.

If an employee or volunteer wishes to smoke, they must not stand within 20 metres of the front or rear school car park and they must not have their work uniform visible. Smoke can stay on clothing for at least 5 hours and can trigger an asthma attack.

If we discover that an attendee has cigarettes in their possession while at the Club, we will keep hold of the cigarettes and notify their parent or carer at the end of the session.

Alcohol

Anyone who arrives at work clearly under the influence of alcohol will be asked to leave immediately. If they are a member of staff, disciplinary procedures will follow. Staff are asked not to bring alcohol onto the LEAPS Suffolk premises. Any volunteer deemed to be under the influence of alcohol will not be permitted to volunteer with LEAPS

Drugs

Anyone who arrives at work 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. Any volunteer deemed to be under the influence of drugs will not be permitted to volunteer with LEAPS

If we discover that an attendee has illegal drugs in their possession while at the Club or any other event, we 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 the manager as soon as possible and seek medical advice.

The manager will then complete a risk assessment. Staff medication on the premises will be stored securely and out of reach of children at all times.

Safeguarding children and adults

All members of staff have a duty to inform Karen Double the Designated Child and Adult Safeguard Lead (DSL) or one of the joint Deputy Designated Safeguard Leads as soon as possible if they believe that a parent or carer is a threat to the safety of a child. This could be due to the parent/carer being under the influence of alcohol or illegal drugs when they drop off or collect their child from a club or event. If the DSL is not available, the DDSL (where possible and if time permits) will contact the DSL immediately for advice and together decide upon the appropriate course of action. However, if this causes a delay and if a parent or carer is clearly over the alcohol limit, or under the influence of illegal

drugs, the DDSL will do their utmost to prevent the child or young person from travelling in a vehicle driven by them. If at any time we are unable to do this, then we will make a note of the registration number, make, model and colour of the car. If necessary, the police should be called. Remember the child/young person is our main priority.