

# Twilight Hours After School Club

## Smoking, Alcohol and Drugs

### Smoking

Smoking is not permitted anywhere on the premises of Twilight Hours, 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 Twilight Hours, we will confiscate the cigarettes and notify their parent or carer at the end of the session.

### Alcohol

Anyone who arrives at Twilight Hours 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 Twilight Hours, we will confiscate it and notify their parent or carer at the end of the session.

Staff are asked not to bring alcohol onto Twilight Hours premises.

### Drugs

Anyone who arrives at Twilight Hours 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 drugs in their possession while at Twilight Hours, 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 their 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

All members of staff have a duty to inform their Manager 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. The Manager will contact Debbie Steeples or Katherine Shimwell and together they 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.

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| This policy was adopted by: <a href="#">Twilight Hours ASC</a>   | Date: Dec 2014 | Policy No: <a href="#">SAD 002</a> |
| To be reviewed:  | Signed:        |                                    |
| Policy Name: <a href="#">Smoking, Alcohol &amp; Drugs Policy</a> | Signed:        |                                    |