

**HIGH DOWN AFTER SCHOOL CLUB
Down Road, Portishead, BS20 6DY**

DRUGS AND ALCOHOL POLICY

Statement of intent

The After School Club must be a safe and secure environment for the children in our care. The safety of the children is of paramount importance at all times. Anybody working with the children must be capable of taking responsibility for the children. A member of staff who appears to be unfit for work will be asked to leave the premises. No alcohol or non-prescribed drugs will be brought on to the premises.

Guidance

Alcohol and non-prescribed drugs will not be permitted on the premises.

Prescribed drugs required by staff must be kept in a locked cupboard and away from the children at all times.

Prescribed drugs, including inhalers, required by the children, should be clearly labelled and only administered by the specified members of staff with written instructions and permission from the parents/carers (following the Medication Policy & Procedure document). These medicines will be stored appropriately, and out of reach of the children at all times.

Any abuse of drugs, alcohol or solvents will not be tolerated. If it comes to our notice or it is suspected that a member of staff is involved in supplying drugs, the staff member will be immediately barred from the premises and the police will be notified.

If a member of staff arrives at the After School Club under the influence of alcohol or non-prescribed drugs and, in the opinion of the manager or deputy, is unfit for work, he/she will be asked to leave the premises immediately.

Before a determination is made as to when and if the member of staff will return to work the relevant procedures laid down in the school staff disciplinary policy will be followed.

If a parent/carer is suspected of being under the influence of drugs or alcohol and members of staff has cause for concern, every measure will be taken to ensure the safety of the child/ren and procedures set out in our Safeguarding Policy will be followed.

There is to be no alarm caused to the children, and at no time should the unfit person be responsible for any child.

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Conclusion

We want our After School Club to be a happy, secure and safe environment for the children. Any abuse of alcohol or drugs will not be tolerated, and any person who appears to have misused any substance will be required to leave the premises.

Reviewed May 2017