Positive Progress Tuition

Positive Progress Tuition

(“Study Centre”)

**Smoking, Alcohol and Drugs Policy**

Margaret M Rude

(“The Instructor”)

20th April 2021

Carried out by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amendments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Smoking, Alcohol and Drugs policy**

**Smoking**

Smoking is not permitted anywhere on the premises. This is especially pertinent when children are present or about to be present. This applies to staff and students. If a child is found is found in possession of cigarettes on the premises, they will be confiscated and their parent/carer informed at the end of the session. If a member of staff is found smoking disciplinary action may be taken.

**Alcohol**

If a member of staff is suspected of being under the influence of alcohol they will be asked to leave immediately, and disciplinary action may be taken. If a child is found in possession of alcohol on the premises, the parent/carer will be informed at the end of the session. Staff are strongly advised not to bring alcohol onto the centre’s premises.

**Illegal drugs**

If a member of staff is suspected of being under the influence of drugs they will be asked to leave immediately and disciplinary action may be taken. If a child is found in possession of drugs on the premises, their parent/carer will be informed. If staff are found in possession of illegal drugs, disciplinary action will follow.

**Over the counter/prescribed drugs**

In cases where staff are taking over the counter/prescribed drugs that may affect their ability to function effectively at work, the Instructor must be informed as early as possible and a risk assessment will be completed. Staff should also seek medical advice regarding their ability to work with children whilst taking medication. In addition, they need to ensure that any medication they have is stored out of the reach of children.

**Parents and carers**

If a member of staff has good reason to suspect that a parent/carer is under the influence of illegal drugs or alcohol when they drop off or collect their child, to the extent that the safety of the child is threatened, they have a duty to inform the Instructor/the designated Child Protection officer, according to the provisions of the Child Protection Policy. In such circumstances, the Instructor/Child Protection Officer will then be responsible for deciding the appropriate course of action, ensuring that the safety and protection of the child 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 under the influence of illegal drugs or alcohol.

Where an illegal act is suspected to have taken place, the police will be contacted.