

No Smoking, Drugs or Alcohol Policy

Whenever we say parents in this document, we mean parents and carers, and whenever we say child, we mean children and young people aged 0 to 19 years old (up to 25 years old for young people with special educational needs and disability (SEND)). Whenever we say Staff, we include all paid employees as well as any volunteers.

1. Purpose

Smoking, drinking alcohol and taking drugs is not permitted within The Dame Vera Children's Charity ("the Charity") building at any time.

All staff and parents/carers will be made aware of this as part of their introduction to the Charity.

2. Smoking

This no-smoking policy seeks to guarantee the right of all employees and visitors of the Charity to breathe air free of tobacco smoke and to comply with smoke-free legislation.

Passive smoking, has been medically proven to cause lung cancer and heart disease in non-smokers, also been proven to cause asthma and migraine attacks, as well as other serious illnesses and minor conditions.

Therefore, it is the Charity's policy that all our premises are smoke free, and all staff, parents, children and guests have a right to work in a smoke free environment. Smoking is not permitted in any part of the premises. All staff have a personal responsibility in ensuring their personal compliance and in ensuring that all those who enter the premises are made aware of the policy. Anyone found smoking within the building will be asked to leave immediately.

Staff are asked to not smoke outside the building but use the car park area if they wish to smoke, and to take any rubbish such as matches and cigarette stubs away with them. When away from the site but still acting within their role within the Charity, staff are asked to remove/cover any logo or badge which makes them identifiable as working for the Charity and smoke away from the area they are working.

3. Alcohol

The use of alcohol within the Charity's premises is not permitted. If a parent/carer arrives at a session believed to be under the influence of alcohol, this will be addressed by either the Executive Manager or Head of Service, who

will follow the current guidance provided by the Local Safeguarding Board. This may include records being kept and the Multi-Agency Safeguarding Hub being informed.

Disciplinary procedures will be followed if employees do not comply with this policy.

4. Drugs

The use of illegal drugs within the Charity's premises is not permitted. If a parent/carer arrives at a session believed to be under the influence of drugs, this will be addressed by either the Executive Manager or Head of Service, who will follow the current guidance provided by the Local Safeguarding Board. This may include records being kept and the Multi-Agency Safeguarding Hub being informed.

Disciplinary procedures will be followed if employees do not comply with this policy.