

# SHIRLEY CHILDREN'S CENTRE SMOKING ALCOHOL AND DRUGS POLICY

This policy links to the following:

- Child Protection and safeguarding
- Equality and Diversity
- Volunteering
- Partnership with parents
- Family trips and off-site activities

Document Control

Amendment History

Version/Issue Number	Date	Author	Remarks/Reason for change	Review Date
1	October 2014	Eyullahemaye Henry-Miller	To be ratified by the governing body	October 2015
2	October 2015	Eyullahemaye Henry-Miller	Review	October 2016
3	October 2016	Eyullahemaye Henry-Miller	Review	October 2017
4	October 2017	Yvonne Charalambous	Review	October 2018
5	October 2018	Nicky Cook & Katie Coomber	Review	October 2019
6	November 2019	Katie Coomber	Reviewed	November 2020

# Smoking, Alcohol and Drugs/ Substance Misuse Policy

## Statement of intent/policy statement

Shirley Children's Centre believes that children will develop best in an environment which is free from tobacco smoke, excessive alcohol consumption and illegal drugs.

## Aim/purpose

Shirley Children's Centre will:

- Comply with The Health Act 2006, passed on July 1<sup>st</sup> 2007, which makes virtually all enclosed public places and workplaces in England smoke -free. This will ensure a healthier environment so that everyone can work free from second-hand smoke and children can develop to their full potential
- Prioritise the health, safety and welfare of children at all times

## Scope

This policy applies to everyone in the centre including staff, volunteers, families and visitors.

'Staff' includes both those employed by the Croydon Council as well as those from other agencies who provide services for the centre, as part of the multi-agency framework delivering the Every Child Matters change for children agenda. This also applies to staff from the statutory and non-statutory sector; the latter includes private, voluntary and independent groups.

## Legal context

This policy is covered by:

- The Health Act 2006
- Health and Safety at Work Act 1974
- Early Years Foundation Stage Principles 2018; **Positive Relationships, Enabling Environments**
- Statutory Guidance: Working Together to Safeguard Children 2018
- The Childcare Act 2006
- Every Child Matters: change for children 2004. Outcomes: **Be healthy, Stay safe, Enjoy and achieve**

## Mandatory systems and procedures

### Smoking

- Smoking is not allowed in any part of the centre, including its grounds outside
- Staff and volunteers who wish to take a cigarette break must do so outside the grounds and ensure that cigarette ends are not left lying around

- If a child is found in possession of cigarettes these will be confiscated and his/ her parent will be informed at the end of the session

### **Alcohol and drugs/ substance misuse**

1. Any staff, students, volunteers or parents/ carers who come to the centre clearly under the influence of alcohol or illegal substances, will be asked to leave immediately. If necessary, disciplinary procedures may follow, and the staff member may be suspended on full pay pending an enquiry.
2. Alcohol used in an uncontrolled manner or illegal substances will not be tolerated on site, and may be either disposed of or kept in a secure place for evidence as part of an enquiry. At the discretion of the Children's Centre Manager, alcohol may be tolerated under certain conditions e.g. an out-of-hours cheese and wine fund-raising event, or a bottle being used as a prize-winning raffle draw prize
3. If a member of staff has good reason to suspect that a parent/ carer is under the influence of alcohol or illegal substance, and that their welfare is threatened, then either the Children's Centre Manager or Head of School should be informed. Responsibility for deciding on the most appropriate course of action then lies with either of the above, however the child's welfare must remain paramount at all times.
4. If a member of staff suspects that an act involving alcohol or substance misuse has occurred, either in the workplace or involving a staff member, then his/her relevant manager needs to be informed. This manager will then make a thorough investigation into the incident, and this may lead to the police being contacted, and/or disciplinary measures being taken against the staff member.

### **Prescribed Drugs**

If a member of staff is taking prescribed medication that may affect their ability to function effectively at work, they should be encouraged to inform their line manager in confidence. This is particularly important if they are involved in direct work with children.

### **Occupational Health**

It may be appropriate for the Children's Centre Manager to refer a member of staff to this confidential service if there is an underlying health issue, which is affecting his/her ability to perform adequately at work.

### **Implementation, methods**

- It is the responsibility of each employee to inform his/her line manager of any details relevant to this policy that might apply to either him/herself or another staff member or volunteer
- Section 7 of the Health, Safety and Work Act 1974 obliges employees, 'To take reasonable care for the health and safety of themselves and of the persons who may be acts or omissions at work'

### **Self evaluation form (SEF) and annual conversation**

This will be monitored on annual basis with the Local Authority.

**Monitoring and reviewing**

- It is the responsibility of the Children's Centre Manager to monitor and review the effectiveness of all policies relating to the centre
- The Children's Centre Manager will review and update this policy as needed each summer prior to the new school year starting in September
- The Children's Centre Manager will update and amend this policy and its procedures in line with any emerging and relevant government legislation or Croydon Council guidance

**For further information please contact:**

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It is intended that by adopting this policy and keeping staff, volunteers, families and the management committee informed/trained and up-to-date with procedures, the centre can avoid the need for complaints. However, the Children's Centre Manager is the first point of contact should any queries arise over this policy and its related procedures.

**Policy endorsement**

This policy is agreed and signed by the governing body of Forest Academy School