

Smoking, Alcohol and Drugs Policy

Smoking

Smoking is not permitted anywhere on the premises of Crawley Ridge Junior School (which is where Graitney is situated), 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 the Graitney Club, we will confiscate the cigarettes and notify their parent/carer at the end of the session.

Alcohol

Anyone who arrives at Graitney clearly under the influence of alcohol will be asked to leave immediately. If they are a member of staff, disciplinary procedures will follow in line with the Staff Code of Conduct. If we discover that a child has alcohol in their possession while at the Setting we will confiscate it and notify their parent/carer at the end of the session. Staff are asked not to bring alcohol onto the Club's premises.

Drugs

Anyone who arrives at Graitney 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 illegal drugs in their possession while at the Setting, we will inform their parent/carer. If a member of staff is taking prescription drugs that may affect their ability to function effectively, they must inform the Lead Playworker as soon as possible and seek medical advice. The Lead Playworker will then complete a risk assessment. Staff medication on the premises will be stored securely and out of reach of children at all times.

If a child requires medication during their time in the club, only medicines are in-date, labelled, in their original container, and contain instructions for administration, dosage and storage will be accepted. The only exception to this is insulin, which must still be in-date, but is available in an insulin pen or pump, rather than its original container.

All medicines will be stored safely. Pupils will be informed where their medicines are at all times and will be able to access them immediately. Where relevant, pupils will be informed of who holds the key to the relevant storage facility. When medicines are no longer required, they will be returned to parents for safe disposal.

Sharps boxes will be used for the disposal of needles and other sharps.

Controlled drugs will be stored in a non-portable container and only named staff members will have access; however, these drugs can be easily accessed in an emergency. A record will be kept of the amount of controlled drugs held and any doses administered. Staff may administer a controlled drug to a pupil for whom it has been prescribed, in accordance with the prescriber's instructions.

Records will be kept of all medicines administered to individual pupils, stating what, how and how much medicine was administered, when, and by whom. A record of side effects presented will also be held.



Graitney Club

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Safeguarding children

All members of staff have a duty of care to inform the Lead Playworker (or a member of the Senior Leadership Team, Crawley Ridge Junior School) and the Designated Safeguarding Lead (DSL) if they believe that a parent/carer is a threat to the safety of a child due to their being under the influence of alcohol or illegal drugs when they drop off or collect their child. The Lead Playworker/SLT and DSL 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.