

REIKI the PEOPLE Smoking, Alcohol and Drugs Policy

REIKI the PEOPLE strongly prohibits the use or possession of cigarettes, alcohol and illegal drugs at the venues at which it operates. If staff, students, or volunteers do not comply with the policy, it will be treated as a very serious disciplinary matter.

All staff will be made aware of the provisions of this policy during their induction, including the importance of them setting a positive example to children.

Any contravention of the provisions of this policy will be dealt with under the Disciplinary Procedures.

Drugs

Staff, students, or volunteers who arrive at the after school club clearly under the influence of illegal drugs, will be asked to leave immediately and disciplinary procedures implemented.

If staff, students, or volunteers are found in possession of illegal drugs, serious disciplinary action will follow.

In cases where staff are taking prescribed drugs that may affect their ability to function effectively at work, the duty Manager must be informed as early as possible.

If a member of staff has good reason to suspect that a parent/carer is under the influence of illegal drugs when they drop off or collect their child, they have a duty to inform both the manager and the designated Safeguarding Officer. The duty Manager and the Safeguarding Children Officer will then be responsible for deciding upon the appropriate course of action, ensuring that the safety and protection of the child remains paramount at all times.

Staff will make all possible effort to ensure that children are not allowed to travel in a vehicle driven by someone who is clearly under the influence of illegal drugs. Where an illegal act is suspected to have taken place, the police will be called.

Alcohol

Staff, students or volunteers who arrive at REIKI the PEOPLE clearly under the influence of alcohol, will be asked to leave immediately and disciplinary procedures will follow.

If a member of staff has good reason to suspect that a parent/carer is under the influence of 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 both the Duty Manager and the designated Safeguarding Officer. The Duty Manager and the Safeguarding Children Officer will then be responsible for deciding upon 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 over the legal alcohol limit. Where an illegal act is suspected to have taken place, the police will be called.

Smoking

Smoking is not permitted on site at any of the REIKI the PEOPLE venues. This applies to staff, students, volunteers, parents/carers and other visitors.

Staff, students or volunteers who are found to be smoking on the site will be asked to extinguish their cigarette immediately and disciplinary procedures will follow.