



**Five
Rivers®**

**FIVE RIVERS CHILD
CARE LTD**

Smoking & Alcohol Policy & Procedure

'Five Rivers is committed to safeguarding and promoting the welfare of children and young people and expects all staff members and volunteers to share this commitment

Policy Owner	Headteachers
Authoriser	Head of Education
Date of Original Issue	01/09/2022
Date of Last Review	01/09/2023
Date of Next Review	01/09/2024
Version	V1

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1. Smoking & Alcohol Policy

1.1 Policy Statement

- 1.1.1 This policy is intended to set out the values, principles and policies underpinning the Five Rivers Child Care approach to alcohol and drug use by children/young people, visitors, contractors and staff Members.

1.2 Data Protection

- 1.2.1 Five Rivers Child Care supports the objectives of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 and other legislation relating to Data Processing, including the Human Rights Act 1998, Regulation of Investigatory Powers Act 2000 and the Freedom of Information Act 2000. Five Rivers Child Care has a statutory obligation to process personal data in accordance with the provisions of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018
- 1.2.2 Every member of Five Rivers Child Care has an obligation to ensure that the information they process (use) is collected, maintained and disclosed in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 and the Five Rivers Child Care Data Protection Policy.

1.3 Disclosure of Information

- 1.3.1 Any use or disclosure of information held within Five Rivers Child Care, without there being a legitimate purpose or legal basis, will be classed as unauthorised and is a criminal offence under Section 55 of the Act Right of Access (Subject Access Requests).

1.4 Relevant Five Rivers Policies:

- 1.4.1 This policy should be read in conjunction with HR policies for this subject area.

2. Procedures

2.1 Smoking, E Cigarettes and Vaporising

- 2.1.1 Smoking is not permitted in front of the children/young people, the school's or premises nor in the locality of it or in company vehicles.
- 2.1.2 All references in this procedure to cigarettes and smoking apply equally to E-cigarettes, tobacco and vaporizers and their use.
- 2.1.3 Whilst it is accepted that e-cigarettes can be regarded as a healthier alternative to tobacco their status is seen as being the same as lit tobacco and, therefore, the same expectations are required of their use by staff members, children and young people and visitors
- 2.1.4 Staff members who work in Five Rivers schools are not entitled to any formal smoking breaks, and If staff members wish to smoke, they must seek permission from the Manager or most senior in charge, and this must be done away from the premises as per above 2.1.1
- 2.1.5 Staff members must not purchase or supply cigarettes, e-cigarettes, tobacco, matches, lighters or 'roll up' materials for any child.
- 2.1.6 Children and young people are not permitted to hold any smoking materials (lighters, matches, tobacco or cigarettes etc.) when in school. Smoking materials must be handed in to staff members and stored in a locked tin within the office and labelled with the child's name.
- 2.1.7 Staff members are not permitted to purchase or give cigarettes, e-cigarettes, or the materials for making or lighting cigarettes or tobacco to children and young people.

2.2 Alcohol

- 2.2.1 Five Rivers Child Care are aware that many children and young people in our care are likely to be with us as a direct result of alcohol abuse within their home or family.
- 2.2.2 All schools will be alcohol free zones. **Alcohol must not be brought into school.**
- 2.2.3 Staff members are not permitted to consume alcohol whilst on duty and will not arrive at work under the influence of alcohol or smell of alcohol nor drive company vehicles.
- 2.2.4 Staff members are not permitted to take children and young people into licensed premises other than those that serve food and are family friendly.
- 2.2.5 No member of staff shall supply alcohol to any child or purchase it on their behalf.
- 2.2.6 If alcohol is found on the premises, it will be disposed of immediately, and the situation investigated to prevent a re-occurrence.
- 2.2.7 In a situation where a child comes to school under the influence of alcohol, their parents/carers will be informed and the child sent home.

- 2.2.8 All instances of alcohol abuse will be recorded and reported via the incident reporting system.
- 2.2.9 In cases where a pattern of alcohol abuse appears to be emerging, an emergency planning meeting will be called.
- 2.2.10 Please refer to staff handbook for guidance for staff members regarding alcohol.