

KEYNSHAM & DISTRICT MENCAP SOCIETY

SMOKING, VAPING, ALCOHOL AND DRUGS POLICY

Keynsham & District Mencap Society strongly prohibits the use or possession of cigarettes, vapes, alcohol and illegal drugs on our premises at anytime. If staff, students, volunteers or members are found to have broken the rules in respect of this 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 and vulnerable adults. All members will be made aware of the rules during their settling in period. Any contravention of the provisions of this policy will be dealt with under the Club's Staff Disciplinary Procedures and Behaviour Management policies.

Drugs

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

If a child or vulnerable adult is found in possession of illegal drugs on the premises, their parent/carer will be informed at the end of the session. If staff 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 Operations 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 or vulnerable adult, they have a duty to inform the Operations Manager, who is also the Safeguarding Officer.

In such circumstances, the Operations Manager will then be responsible for deciding upon the appropriate course of action, ensuring that the safety and protection of the member remains paramount at all times.

Staff will make all possible efforts to ensure that members 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, volunteers or members who arrive at the club clearly under the influence of alcohol, will be asked to leave immediately and disciplinary procedures will follow.

If a child is found in possession of alcohol on the premises, their parent/carer will be informed at the end of the session. Staff are strongly advised not to bring alcohol onto the club's premises.

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 or vulnerable adult, to the extent that the safety of the member is threatened, they have a duty to inform the Operations Manager, who is also the Safeguarding Officer.

The Operations Manager will then be responsible for deciding upon the appropriate course of action, ensuring that the safety and protection of the member remains paramount at all times.

Staff will make all possible efforts to ensure that members 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 or vaping is not permitted anywhere on the premises. This rule applies equally to staff, students, volunteers, members, parents/carers or any other visitors.

If a child is found in possession of cigarettes on the premises, they will be confiscated and their parent/carer informed at the end of the session.

Reviewed & updated April 2025