



Smoking, Alcohol and Drugs

Policy statement

The PlayDen strongly prohibits the use or possession of cigarettes, alcohol and illegal drugs on our premises at any time. If staff, students, volunteers or children are found to have broken the rules in respect of this policy, it will be treated as a very serious disciplinary matter.

Procedures

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. All children 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 children 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 is found in possession of illegal drugs on the premises, their parent/carer will be informed straight away, and parents will be asked to come and collect their child, the police will also be informed. 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 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 DSO, according to the provisions of the Safeguarding and Child Protection policy.

In such circumstances, the Manager and DSO 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 under the influence of illegal drugs.

The PlayDen has the right to ask any member of staff or member of the management committee to undertake at any time a random drug test.

Where an illegal act is suspected to have taken place, the police will be called.

Alcohol:

Staff, students, volunteers or children 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 immediately. 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, to the extent that the safety of the child is threatened, they have a duty to inform both the Manager and the DSO, according to the provisions of the Safeguarding



and Child Protection policy.

The Manager and the DSO 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 anywhere on the premises. This rule applies equally to staff, students, volunteers, children, 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 immediately.

Staff who choose to smoke are asked to pay consideration to the children they are caring for and for their colleagues. For reasons of hygiene and in the interests of maintaining a professional image, staff are not permitted to smoke in uniform at any time even if it is covered. This includes arriving and leaving the work place. If staff wish to smoke during their lunch break they are required to bring a change of top which must be worn.

Vaping/ E-Cigarettes

Vaping will not be tolerated on the premises, any person found to be using an E-Cigarette will be asked to leave the premises to do so. If a child is found to be in possession of an E-Cigarette, it will be confiscated and the parent/carer will be informed immediately.

Staff are encouraged to use an E-Cigarette like they would a normal cigarette, detailed above.

This policy was adopted at a meeting of	The PlayDen
Held in:	April 2026
To be reviewed in:	April 2027
Signed on behalf of the setting:	
Name of Signatory:	
Role of Signatory:	Manager Deputy Manager