

## Smoking, Alcohol and Drugs Policy

### 1 INTRODUCTION

This policy reflects the guidance from the Local Authority, national bodies i.e. NSPCC, Drugwise, Alcohol Concern.

### 2 SMOKING

- A complete ban on smoking was introduced in Harrow Council workplaces in May 1996. This forms the basis of the school policy.
- The Council operates a complete ban on smoking and in view of this; **the school buildings and grounds are a no smoking zone**, which **includes** the use of **electronic cigarettes**.

### 3 OBJECTIVE

- To establish a safer, healthier workplace for pupils, staff and visitors to the school.
- To provide a smoke , drug and alcohol free school environment for everyone
- To provide young people with a consistent message regarding tobacco use and other illegal substances and provide appropriate role models.

### 4 IMPLEMENTATION

- This policy covers the school buildings and grounds
- This policy applies to employees, parents, and visitors, members of the public, contractors and others working or using the school's premises or vehicles. This policy will be clearly advertised and visitors to the school will be informed of it.

### 5. TAKING A SMOKING BREAK

When a member of staff wishes to take smoking break she/he should first check with her/his immediate manager/supervisor that is a convenient time. A break should never be taken during lesson time (re: class based staff). Staff should always sign when they leave the site for the break and sign back in on their return. All staff should record time taken for smoking breaks and agree with their manage how the time will be made up.

### 6 NEW STAFF

- All applicants for posts within our school will informed of the school's No Smoking ,Drugs and Alcohol Policy as part of the induction programme.

### 7 VISITORS

- Visitors to the school will be notified by notices or by staff of our policy.

## ASSISTANCE FOR SMOKERS

- The Occupational Health Service will provide advice on the effects of smoking on health, stress and relaxation; they also have information and literature for individuals who wish to give up smoking, together with further local sources of assistance.

## 9. CONSUMPTION OF ALCOHOL BY STAFF

9.1 The DfE does not issue guidance in this area, however, Kenmore Park Infant & Nursery School follows advice from a number of sources such as Health and Safety guidance and Teaching Unions' advice to ensure:

- 1.1 The school operates within the law, e.g. licensing arrangements.
- 1.2 The School Code of Conduct for Staff is followed, off-site too.
- 1.3 We meet our duty of care for all staff.
- 1.4 We disseminate the liability consequences for alcohol induced behaviour; even off school premises.
- 1.5 The impact of alcohol induced behaviour, even out of school, in terms of bringing the school into disrepute.
- 1.6 School budget is not used to purchase alcohol for staff. Gifts are given to staff as part of the school's appreciation for work 'above-and-beyond,' e.g. school productions, retirements, social events and PTA functions. Where such gifts of alcohol are given, the items must be inaccessible to pupils or taken off site and consumed within the parameters set in this policy. Funding for such gifts should not come out of the school budget.

Generally, the school is aware that alcohol is readily available in society and forms part of the social dimension of many activities. However, school staff are required to work within high professional standards and to maintain these, Kenmore Park Infant & Nursery School will not allow alcohol consumption during working time or generally, in the presence of pupils; however there are rare exceptions.

### **Work related social events.**

Although work related social events usually take place away from the school and on occasion, outside of normal working hours, the following principles will specifically apply:

- Staff should consume alcohol responsibly at work-related social events, irrespective of whether the school provides or pays for the drinks:
- Staff must not behave in any way at any work related social event that could bring the school's name into disrepute.

School staff will not consume or be under the influence of illegal drugs or alcohol or smoke while on duty or on school premises. The school will take all reasonable steps to prevent a member of staff carrying out work-related activities if they are considered to be unfit/unsafe to undertake the work as a result of alcohol consumption or substance abuse.

Alcohol may be consumed responsibly on the school premises when the Headteacher has given express permission, such as during an evening or weekend social function or a celebration event.

Any member of staff who appears to be under the influence of drink (or other illegal drugs) which prevent them from fulfilling their duties will be asked to leave the premises immediately. Where necessary disciplinary procedures will begin.

## 9.2 SAFEGUARDING

Alcohol must not be consumed in the presence of pupils; however, there are times where this may occur, with the permission of the head teacher and governing body, e.g. Summer Fayre.

Many of the safeguarding issues the school deals with involve alcohol abuse and it would be considered unprofessional to 'promote it' as in some cases, pupils associate alcohol with abuse. The school serves to educate pupils about alcohol and other drugs and the nature of the risks they entail.

## 9.3 RELIGIOUS OBSERVANCE

Many parents and staff do not consume alcohol as part of their religious beliefs or dietary choices and all staff must be sensitive to this as part of their professional standards. A general policy cannot cover all circumstances and the advice of the head teacher must be sought before the consumption alcohol is considered.

## 10. DRUGS

### Definition of terms:

**Drug:** This document uses the term drug to refer to any substance people take to change the way they feel, think or behave: all legal drugs including alcohol and tobacco, all illegal drugs, volatile substances, and over-the-counter and prescription medicines.

**Drug use:** The consumption of any drug. All drug use, including medicinal use, carries the potential for harm.

**Drug misuse:** Drug taking through which harm may occur, whether through intoxication, breach of school rules or the law, or the possibility of future health problems.

**Drug abuse:** Drug taking which harms health or functioning. It may be part of a wider spectrum of problematic or harmful behaviour.

The school's stance towards drugs Illegal and other unauthorised drugs are not acceptable on the school premises, educational visits and extracurricular activities. The policy and the guidelines within are applicable to all staff, pupils, parents/carers, governors, visitors and partner agencies working within our school. The 'boundaries' of the school, in relation to this policy, include the school building, the playground and directly outside the school gates. It is not acceptable for staff, visitors and people helping at school to smoke, drink alcohol or use drugs in the presence of pupils. The use of alcohol on the school premises is at the discretion of the Headteacher and is in line with the school's Code of Conduct.

## 11. ENSURING THE POLICY OPERATES

- The enforcement of this smoking, drugs and alcohol policy will be the responsibility of all designated responsible persons within the school. The school's disciplinary procedure will apply for dealing with employees who breach the policy.
- Staff are authorised to ask non-employees who breach the policy to leave the premises.

**Sign:** R. K. Mahil-Pooni

**Date of revised policy:** January 2020

**Date of next review:** Sept 2023