

Richmond Hillbillies Policies and Procedures 2020/2021

Richmond



Hillbillies

Smoking / Drugs / Alcohol

Smoking

Parents/carers/visitors/children are not allowed to smoke on club premises.

Staff /volunteers are not allowed to smoke during Hillbillies working hours, at any time, even outdoors. Contravention will lead to disciplinary procedures.

If a child is found with cigarettes they will be confiscated and their parents/carers informed at the end of the session.

Drugs

Staff arriving at the club under the influence of illegal drugs will be asked to leave the premises immediately. Being under the influence of or in possession of illegal drugs is a serious offence leading to termination of employment as set out in the disciplinary procedure.

If staff are taking prescribed drugs that may affect their ability to function effectively at work, they must inform the Club Manager at once.

If a staff member has good reason to believe a parents/carer is under the influence of illegal drugs when they drop off or collect their child, they have a duty to inform the Club Manager and or the designated Safe Guarding Children Officer. They will then be responsible for deciding on an appropriate course of action following the safe guarding children procedures. Staff will do all in their powers to ensure children do not travel in a vehicle driven by someone under the influence of illegal drugs.

Alcohol

Staff arriving at the club clearly under the influence of alcohol will be asked to leave the premises immediately. Being under the influence of alcohol is a serious offence leading to termination of employment as set out in the disciplinary procedure.

If a staff member has good reason to believe a parents/carer is under the influence of alcohol when they drop off or collect their child, they have a duty to inform the Club Manager and or designated Safe Guarding Children Officer. They will then be responsible for deciding on an appropriate course of action following the safe guarding children procedures. Staff will do all in their powers to ensure children do not travel in a vehicle driven by someone under the influence of alcohol.