

Safeguarding and Welfare Requirements Safety and Suitability of Premises, Environment and Equipment:

Providers have a no-smoking policy, and must prevent smoking in a room or outside play area, when children are present or about to be present.



10.6

STAFF AND VISITOR CONDUCT

A visitor would have to wear a visitor badge and show proof of ID on arrival at The Ark Centre.

Under no circumstances will anyone under the influence of illegal drugs or alcohol be allowed on the premises.

Smoking, alcohol and drugs:

- All staff, college/university students and volunteers will be made aware of the of this policy during their induction, including the importance of them setting a positive example to the students attending The Ark Centre.
- Any breach of this policy will be dealt with under The Ark Centre **Disciplinary Policy**.

Smoking:

- The student's health and wellbeing is of the utmost importance for the students in our care. Smoking has been proven to be a health risk.
- The Ark Centre operates a strict no smoking policy within its buildings and grounds. It is illegal to smoke in enclosed places and workplaces. Parents, staff, students, carers, visitors, contractors etc. are respectfully required to abstain from smoking on arrival at The Ark Centre
- Staff accompanying students outside The Ark Centre are not permitted to smoke.
- Staff must not smoke whilst wearing The Ark Centre uniform, as it is essential that staff are seen as positive role models to the students and promote a healthy lifestyle.
- We respect that it is a personal choice to smoke, although as an organisation we support healthy lifestyles and therefore help staff and parent/carers to stop smoking by:
 - Providing fact sheets and leaflets
 - Providing information of local help groups
 - Providing details of the NHS quit smoking helpline
 - Offering information regarding products that are available to help stop smoking

Illegal Drugs:

- Staff, students or volunteers who arrive at The Ark Centre clearly under the influence of illegal drugs, will be asked to leave immediately and disciplinary procedures implemented.
- 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 Designated Safeguarding Children Officer (DSCO), according to the provisions of the **Safeguarding Children policy**.
- In such circumstances, the Manager and the DSCO will then be responsible for deciding upon the appropriate course of action, ensuring that the safety and protection of the student remains paramount at all times.

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- 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.
- Where an illegal act is suspected to have taken place, the police will be called.
- If adults required prescription or chemist drugs with them such as paracetamol this is to be kept in their personal belongings in the locked cupboard while the students are on site.

Alcohol:

- Staff, students, or volunteers who arrive at The Ark Centre clearly under the influence of alcohol, will be asked to leave immediately and disciplinary procedures will follow.
- If a member of staff has good reason to suspect that a parent/carer is under the influence of alcohol or illegal drugs 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 designated (DSCO), according to the provisions of the Safeguarding Children policy.
- The Manager and the DSCO 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