



NO SMOKING POLICY/SUBSTANCE USE

There is a strict no smoking policy on the premises, all visitors and staff are made aware that this is a childcare setting and under no circumstances are they allowed to smoke on these premises either inside or out, not within the parameters of the school building and not in the presence of children.

If a member of staff smokes during their own time and off of the premises, they are forbidden to do so whilst wearing the Hopscotch Kids Club uniform, their other clothing must also be smoke free, and hands must be washed prior to commencing the session/work with children.

Staff under the influence of any substance and deemed by the Manager as inappropriate to work with children/perform their duty satisfactorily will be asked to leave the session. The staff disciplinary procedures will be adhered to. See Staff policy for more information.

This policy was adopted by: Hopscotch Kids Club	Date:
To be reviewed: September 2019	Signed: