

This policy was adopted on	Signed on behalf of BASK	Date for next review
16 August 2021	Andy McEwing	August 2025

BASK Smoking, Alcohol and Substance Misuse Policy

Smoking (This policy also applies to electronic cigarettes)

At **BASK** we are committed to promoting children's health and wellbeing. This is of the upmost importance for BASK. Smoking has proved to be a health risk and therefore in accordance with legislation, BASK operates a strict no smoking policy within buildings and grounds. It is illegal to smoke in enclosed places.

All persons must abstain from smoking while on the premises that BASK operates. This applies to staff, volunteers, students, parents, contractors and any other visitors to the premises.

Staff accompanying children outside BASK are not permitted to smoke. We also request that parents accompanying BASK children on outings refrain from smoking whilst caring for the children.

Staff must not smoke while wearing BASK uniform as it is essential that staff are positive role models to children and promote a healthy lifestyle. If staff choose to smoke during breaks they are asked to change into their own clothing and smoke away from the main entrance of St Columba's School.

We respect that smoking is a personal choice to smoke, although as an organisation we support healthy lifestyles. We aim to help staff and parents to stop smoking by:

- Providing factsheets and leaflets
- Providing information of local help groups
- Providing details of the NHS Health Scotland quit smoking support website
- Offering information regarding products that are available to help stop smoking
- Offering in-house support.

Alcohol

Under the Health and Safety at Work Act 1974, companies have a legal requirement to provide a safe working environment for all of their employees.

Anyone who arrives at BASK clearly under the influence of alcohol will be asked to leave. If they are a member of staff, BASK management will investigate the matter and will initiate the disciplinary process, as a result of which action may be taken, including dismissal. If they are a parent, BASK staff will judge if the parent is suitable to care for the child. BASK may call the second contact on the child's registration form to collect them. If a child is thought to be at risk, BASK will follow the safeguarding children/child protection procedure and the police/children's social services may be called.

If anyone arrives at BASK in a car under the influence of alcohol the police will be contacted.

Substance misuse

Anyone who arrives at BASK under the influence of illegal drugs, or any other substance including medication, that affects their ability to care for children, they will be asked to leave the premises immediately. If they are a member of staff, an investigation will follow which may lead to consideration of disciplinary action, as a result of which dismissal could follow. If they are a parent, BASK will judge if the parent is suitable to care for the child. BASK may call the second contact on the child's registration form to collect them. If a child is thought to be at risk BASK will follow the child protection procedure and the police may be called.

BASK will contact the police if anyone (including staff, students, volunteers, contractors and visitors) is suspected of being in possession of illegal drugs or if they are driving or may drive when under the influence of illegal drugs. If they are a member of staff serious disciplinary procedures will be followed.

If a member of staff is taking prescriptive medication that may affect their ability to work, they must inform BASK manager as soon as possible to arrange for a risk assessment to take place.

Child protection

If a parent or carer is clearly over the alcohol limit, or under the influence of illegal drugs and it is believed the child is at risk, we will follow our child protection procedures, contact Police Scotland, the Scottish Social Services Council and report the circumstances to the Care Inspectorate.

Staff will do their utmost to prevent a child from travelling in a vehicle driven by the parent or carer and if necessary the police will be called.

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