POLICY DOCUMENT

The Recharge Club™

Smoking, Alcohol and Drugs Policy

A Smoke-Free, Alcohol-Free and Drug-Free Environment for Every Child in Our Care

Document Owner:	Mrs Michaela Cmorej, Director
Company Name:	NutriDive Ltd
Company Number:	16659858
Trading Name:	The Recharge Club™
Registered Office Address:	39 Coltsfoot Drive, Chorley, PR6 0JP
Designated Safeguarding Lead:	Mrs Michaela Cmorej, Director
Deputy Designated Safeguarding Lead:	Mr Michal Cmorej, Deputy Director
Status:	Mandatory Policy — applicable to all staff, bank staff, volunteers, visitors and families
Date Adopted:	1st August 2026
Review Frequency:	Annually, and immediately following any related incident or change in statutory guidance
Next Review Due:	Twelve months from the date of adoption
Related Policy:	This policy is read alongside the Staff Code of Conduct and the Health and Safety Policy

1. Policy Statement

The Recharge Club™ provides a smoke-free, alcohol-free and drug-free environment for every child in its care, at all times and without exception. This policy applies to the premises, the secure outdoor space, and any off-site outing, and to every member of staff, bank worker, volunteer, visitor, contractor and family member present.

> ***No smoking, vaping, alcohol, or illegal drug use of any kind takes place on The Recharge Club™'s premises or during any activity involving children, and no member of staff attends a session under the influence of alcohol or any impairing substance.***

2. Purpose and Scope

This policy applies to the entire premises, including the secure outdoor space, to any off-site outing, and to everyone present during a session, whether staff, bank staff, volunteers, visitors, contractors, or family members. It should be read alongside the Staff Code of Conduct and the Health and Safety Policy.

3. Legal and Regulatory Framework

This policy has been written with regard to the following legislation:

- The Health Act 2006 and the Smoke-free (Premises and Enforcement) Regulations 2006, which prohibit smoking in enclosed public and work premises
- The Children and Families Act 2014, in respect of smoking in vehicles carrying children
- The Misuse of Drugs Act 1971
- The Psychoactive Substances Act 2016
- The Health and Safety at Work etc Act 1974

4. Smoking and Vaping

- Smoking, including the use of e-cigarettes and vaping devices, is not permitted anywhere on The Recharge Club™'s premises, indoors or outdoors, including the secure outdoor space, at any time
- This prohibition applies to staff, bank staff, volunteers, visitors, contractors, and family members alike, throughout the drop-off and collection window as well as during the session itself
- Families are asked, as a courtesy and for the comfort of other families and children, not to smoke or vape immediately outside the premises during drop-off or collection
- No child is ever transported in a vehicle in which anyone is smoking or vaping, in line with the legal prohibition on smoking in vehicles carrying children

5. Alcohol

- Alcohol is not brought onto, stored on, or consumed on The Recharge Club™'s premises at any time
- No member of staff consumes alcohol during the working day, including during a break, and no member of staff attends a session while under the influence of alcohol from the previous evening or any other occasion
- Where a family member arriving to collect a child appears to be under the influence of alcohol to an extent that raises concern for the safety of the child or others, this is treated as a safeguarding matter under the Child Protection and Safeguarding Policy, and the child is not released into that person's care without further steps being taken, such as contacting another authorised collector

6. Drugs

- The use, possession, or supply of illegal drugs on the premises, or attending a session under the influence of an illegal drug, is strictly prohibited and treated as an extremely serious matter
- Any prescribed or over-the-counter medication that could affect a member of staff's ability to work safely with children, for example causing drowsiness, is disclosed to the Director in advance, so that appropriate adjustments to duties can be considered
- Where a family member arriving to collect a child appears to be under the influence of drugs to an extent that raises concern for the safety of the child or others, the same approach set out in section five above applies

7. Visitors, Contractors and Families

This policy applies equally to any visitor, contractor, or family member on the premises during a session. Any visitor or contractor found to be in breach of this policy is asked to leave immediately, and, where relevant, this is recorded and considered before they are permitted to return to the premises.

8. Suspected Impairment at Work

Where a member of staff is suspected of being under the influence of alcohol or drugs while at work, the Director, or the Deputy Director where the concern relates to the Director, takes immediate action to remove that individual from any unsupervised contact with children, arranges appropriate cover to maintain safe staffing ratios, and addresses the matter directly and without delay. Where the safety of children may have been compromised, this is also considered under the Child Protection and Safeguarding Policy.

9. Support for Staff

The Recharge Club™ recognises that a member of staff may, at some point, need support in relation to alcohol or substance use, and encourages any member of staff in this position to speak to the Director in confidence at the earliest opportunity, in line with the supportive, non-judgemental approach set out in the Staff Supervision and Wellbeing Policy. Seeking support in good faith is treated very differently from a failure to disclose a difficulty that then affects the safety of children at work.

10. Breaches of This Policy

A breach of this policy by a member of staff is treated as a serious matter under the Staff Code of Conduct and, where appropriate, the organisation's disciplinary procedures, and, where it affects the safety of children, under the Child Protection and Safeguarding Policy in addition.

11. Roles and Responsibilities

Director	Holds overall responsibility for this policy, addresses any breach or suspected impairment immediately, and ensures staff are aware of available support.
Deputy Director	Supports enforcement of this policy, and addresses any concern involving the Director in line with the Whistleblowing Policy.

All Staff, Bank Staff, Volunteers and Visitors	Comply with this policy at all times, and report any concern about a breach immediately.

12. Monitoring, Review and Related Policies

This policy is reviewed at least annually, and immediately following any related incident or change in statutory guidance. This policy should be read alongside the following related policies and documents:

- Staff Code of Conduct
- Health and Safety Policy
- Staff Supervision and Wellbeing Policy
- Child Protection and Safeguarding Policy

This policy has been approved by the Director of The Recharge Club™ and forms part of the organisation's statutory compliance framework.