

Smoking, Alcohol, and Drugs Policy 2026

Summary

The International British Theatre School (IBTS) promotes a healthy, safe, and responsible environment for all children, staff, and visitors.

This policy ensures that no person on IBTS premises or during off-site activities uses or is under the influence of smoking products, alcohol, or illegal substances.

1. Smoking and Vaping

- Smoking, vaping, or use of e-cigarettes is **strictly prohibited** anywhere on the premises of any IBTS course, holiday camp, or host school.
- This includes indoor and outdoor areas, entrances, play areas, car parks, and residential accommodation.
- The ban applies to all staff, students, parents, contractors, and visitors.

If a child is found in possession of cigarettes, tobacco, vapes, or any similar product:

- The items will be **confiscated** and stored safely until collection.
- The child's **parent or carer will be notified** at the end of the day or stay.
- Repeated incidents may result in a formal behavioural review.

Staff must not smoke or vape during working hours or in uniform when representing IBTS.

2. Alcohol

- Anyone (staff, visitor, or parent) arriving at an IBTS site **under the influence of alcohol** will be asked to leave immediately.

- Staff found under the influence during working hours will face **formal disciplinary action** in line with the Staff Conduct and Disciplinary Policy.
- Alcohol is not to be brought onto or consumed on IBTS premises, residential accommodation, or during any off-site event or trip.

If a child is found in possession of alcohol:

- It will be confiscated and parents will be informed.
- If a child is suspected to have consumed alcohol, they will be supervised closely by a senior member of staff until they are safe and collected by a parent or guardian.

3. Drugs and Illegal Substances

- The possession, use, or distribution of illegal drugs is strictly prohibited on any IBTS site or during off-site activities.
- Any person found under the influence or in possession of drugs will be required to leave immediately.
- **Staff in breach** of this policy will face **immediate suspension** and possible dismissal pending investigation.
- IBTS reserves the right to inform the police and pursue legal action where appropriate.

If a child is found in possession of drugs or suspected to be under the influence:

- Substances will be confiscated and handed to the police if required.
 - Parents will be notified immediately.
 - The child will remain under supervision until collected by a parent or guardian.
 - The incident will be recorded and reviewed under safeguarding procedures.
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4. Prescription Medication

- Staff who take prescribed medication that may affect their performance or judgement must inform the **Manager** before starting work.
 - A **risk assessment** will be completed to determine any reasonable adjustments or safety measures.
 - Staff medication must always be stored **securely and out of reach of children**.
 - Children's medication must be managed in accordance with the **Administering Medication Policy 2026**.
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5. Safeguarding Children

- All staff have a duty to report concerns about the welfare of children whose parents or carers appear to be under the influence of alcohol or drugs.
- If a parent arrives impaired to collect a child, staff will:
 - Attempt to delay collection and contact another authorised adult.
 - **Prevent the child from travelling in a vehicle** driven by an impaired adult.
 - Contact the **police** if necessary to ensure the child's safety.

These actions will be logged and reported to the **Designated Safeguarding Lead (DSL)** in line with safeguarding protocols.

6. Related Policies

- **Safeguarding Policy 2026**
- **Staff Conduct and Disciplinary Policy 2026**
- **Administering Medication Policy 2026**

- **Health and Safety Policy 2026**

Reviewed: 15 November 2025

Next Review Due: 15 November 2026

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International British Theatre School