



KidzQuest Alcohol and Substance Misuse Policy

1. Policy Overview

KidzQuest Activity Camps are committed to maintaining a safe, healthy, and productive environment for all children, staff, volunteers, and visitors. This Alcohol and Substance Misuse Policy aims to prevent the misuse of alcohol, drugs, and other substances that could impair performance, safety, or the well-being of individuals at the camp. The policy applies to all employees, volunteers, contractors, and visitors.

2. Policy Statement

KidzQuest has a zero-tolerance approach to the misuse of alcohol, illegal drugs, and substances (including prescription medications when not used as directed). The possession, use, or influence of alcohol, illegal drugs, or any impairing substances is strictly prohibited during working hours and on KidzQuest premises, including at off-site activities and events.

3. Objectives

The objectives of this policy are to:

- Ensure the safety and well-being of children, staff, and visitors.
- Maintain a professional and safe working environment.
- Support employees who may be struggling with alcohol or substance misuse issues.
- Outline clear procedures for addressing violations of this policy.

4. Scope

This policy covers:

- **Alcohol:** Consumption of alcohol is strictly prohibited on KidzQuest premises or during camp activities. Staff must not report to work under the influence of alcohol.
- **Illegal Drugs:** Possession, use, or distribution of illegal drugs is not tolerated under any circumstances.
- **Prescription and Over-the-Counter Medications:** Employees must inform their line manager if they are taking medication that may impair their ability to perform their duties safely. Staff must use prescription medications only as directed by a medical professional.

5. Staff Responsibilities

- All staff are responsible for adhering to this policy and maintaining a safe and professional environment.
- Staff must not report to work under the influence of alcohol, illegal drugs, or any substances that may impair their ability to work safely.



- If a staff member suspects a colleague may be under the influence of alcohol or drugs, they must report their concerns to the Camp Directors (Steven French or Laura French) immediately.

6. Procedures for Dealing with Alcohol or Substance Misuse

- **Identification:** If there are reasonable grounds to suspect that a staff member is under the influence of alcohol or drugs, the Camp Directors will assess the situation. Signs may include unusual behaviour, impaired performance, or the smell of alcohol or drugs.
- **Immediate Action:** If a staff member is suspected of being under the influence, they will be removed from duties immediately and asked to leave the premises safely. Parents/guardians will be reassured that appropriate action has been taken to ensure child safety.
- **Investigation:** An investigation will be conducted to determine the facts of the situation. This may involve interviewing the staff member, speaking with witnesses, and reviewing any relevant evidence.
- **Disciplinary Action:** Any breach of this policy may result in disciplinary action, up to and including termination of employment. The severity of the action will depend on the nature of the breach and any mitigating circumstances.

7. Support for Employees

- KidzQuest recognises that alcohol and substance misuse can be a health issue. We aim to provide a supportive environment and encourage employees to seek help if they have a problem with alcohol or drugs.
- Staff members who believe they may have an issue with alcohol or drugs are encouraged to speak confidentially with the Camp Directors. We will provide support and, where possible, signpost access to professional services or counselling.
- Employees seeking help for alcohol or substance misuse issues will be treated with confidentiality and respect. They will not face disciplinary action solely for seeking support.

8. Health and Safety Considerations

- The misuse of alcohol or drugs can pose serious health and safety risks, particularly in a camp setting where staff are responsible for the care and supervision of children.
- Staff must inform the Camp Directors if they are taking any medication that could affect their ability to perform their role safely. This information will be treated confidentially and used solely for the purpose of managing health and safety risks.

9. Parental and Visitor Responsibilities



- Parents/guardians and visitors are also expected to adhere to this policy while on KidzQuest premises or attending camp activities. The consumption of alcohol or use of drugs is strictly prohibited during drop-off, pick-up, and any on-site visits.
- Any parent, guardian, or visitor found to be under the influence of alcohol or drugs will be asked to leave the premises immediately, and alternative arrangements for the child's collection will be made if necessary.

10. Reporting Concerns

- If any member of staff, parent/guardian, or visitor has concerns about the misuse of alcohol or drugs at KidzQuest, they should report their concerns immediately to the Camp Directors (Steven French or Laura French).
- Reports will be handled confidentially, and appropriate action will be taken to investigate and address the issue.

11. Policy Review

This Alcohol and Substance Misuse Policy will be reviewed annually or as needed to ensure it remains effective and compliant with legal requirements. Feedback from staff and parents/guardians will be considered during the review process.