

ACTIVITY CAMPS



Smoking, Vaping & Alcohol Policy

Company Name	Le Mourier Swim/Sea/Save
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Monitoring and Review

This policy will be reviewed annually to ensure they remain correct and are fit for purpose. However, the policy may be reviewed and updated at any time to reflect any changes made by Le Mourier or the regulatory authorities or government legislation

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Policy Launch date	May 2024
Next review date	April 2025

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Policy

This policy aims to protect non-smokers while respecting the rights of smokers. It covers all tobacco products and prohibits indoor smoking and vaping. Specific areas are designated for smoking, ensuring a balance between the needs of smokers and non-smokers. The company's responsibilities include placing signs, communicating the policy.

Scope

The policy applies to all employees, visitors, contractors, temporary staff, parents of children on Activity Camps and Children attending Activity Camps. It encompasses various areas within the workplace, including working areas, hallways, restrooms, warehouses, and company vehicles. Smoking is prohibited indoors at any time, even outside of regular working hours.

Area's smoking is not permitted

- No smoking/vaping is permitted in any area of St Lawrence School.
- No smoking/vaping is permitted in any area of Inverness Lodge or Les Roches.
- All inside spaces are designated no smoking.
- All staff who smoke should not do so whilst in uniform.
- Smoking is not permitted in any Le Mourier vehicle.
- Staff taking medication should ensure that this medication is securely locked away from children.
- Staff taking prescribed medication should inform the management if they feel that the taking of the medication is interfering with their ability to work safely.
- Staff must never be under the influence of alcohol or other substances that may affect their ability to care for children. Any member of staff found in such a situation will be dealt with in lines with Le Mourier's Disciplinary Policy.
- There is a zero-tolerance policy on any child smoking or vaping.

Consequences of violation

- Employees are expected to respect the policy and their colleagues.
- Disciplinary action will be taken against those who disregard the policy.

Remember that these policies may vary from one organisation to another, but the overall goal is to create a healthy and respectful workplace environment.

Vaping

Vaping, also known as **electronic cigarette (e-cigarette) use**, involves inhaling vapor produced by an electronic device.

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Vaping in the workplace

Le Mourier extends its Smoking Policy to include Vaping and thus Vaping will be subject to the same smoking regulations as above.

Alcohol

This policy also sets clear boundaries regarding the consumption and possession of alcohol in our workplace. This policy applies to all employees, contractors, visitors, and parents of children attending our Activity Camps.

Prohibited behaviours.

- Consumption of alcohol during work hours, including lunch breaks.
- Use or possession of illegal drugs on company premises.
- Reporting to work under the influence of drugs or alcohol.
- Collection of children from our Activity Camps whilst under the influence of alcohol.

Consequences of Violation

- Violations of this policy will result in disciplinary actions, up to and including termination.
- Parents found to be under the influence of alcohol or drugs at drop off or collection of children will be subject to reporting to the police and the Children and Family Hub.

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Document Control

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