Smoking, Drugs and Alcohol Policy

Effective Date: April 2026

Review Date: April 2027

Purpose

The purpose of this Smoking and Alcohol Policy is to ensure Life Journey Academy maintains a safe, healthy, and inclusive environment for all young people, adults, staff, volunteers, and visitors. The policy prohibits smoking, vaping, and alcohol consumption on Life Journey Academy office space, outreach activities, and supervised sessions and during academy-related activities to protect well-being, comply with UK laws, and uphold our commitment to positive role modelling in mentoring and education.

Scope

This policy applies to:

- All individuals enrolled in Life Journey Academy's mentoring and educational programmes.
- All staff, volunteers, contractors, and third-party partners working for or on behalf of the Life Journey Academy.
- Visitors, including parents/guardians and guest speakers, attending the Life Journey Academy's premises or elsewhere.
  It covers smoking (including cigarettes, cigars, and pipes), vaping (e-cigarettes), and the consumption, possession, or distribution of alcohol.

Objectives

- Protect the health and safety of all individuals by maintaining a smoke-free and alcohol-free environment.
- Comply with UK legislation, including the Health Act 2006, which bans smoking in enclosed public spaces.

- Promote positive behaviour and role modelling for children, young people, or adults in line with Life Journey Academy's mentoring ethos.
- Prevent disruptions to educational and mentoring activities caused by smoking or alcohol use.

Policy Statement

Life Journey Academy is committed to:

- Prohibiting smoking, vaping, and alcohol consumption on all Life Journey Academy settings and during academy-related activities, whether on-site or off-site.
- Providing a smoke-free and alcohol-free environment to support health and well-being.
- Educating children, young people, or adults about the risks of smoking, vaping, and alcohol misuse as part of mentoring programmes, where age-appropriate.
- Enforcing this policy consistently and fairly, with clear consequences for non-compliance.

Definitions

Smoking: The use of tobacco products, including cigarettes, cigars, and pipes.

Vaping: The use of electronic cigarettes or similar devices that produce vapour.

Alcohol: Any beverage containing ethanol, including beer, wine, spirits, and low-alcohol drinks.

Life Journey Academy settings: Any office space, outreach setting, vehicle, or supervised environment used for Life Journey Academy activities.

Academy-Related Activities: Any events, trips, workshops, or mentoring sessions organised or supervised by the academy, whether on-site or off-site.

Smoking and Vaping Regulations

- **Prohibition**: Smoking and vaping are strictly prohibited on all Life Journey Academy settings, including indoor areas, outdoor grounds, and parking areas. This always applies, including outside of regular operating hours.

- **Off-Site Activities**: Smoking and vaping are prohibited during academy-related activities, such as outreach activities, mentoring sessions, workshops, or supervised visits, mentoring outings, workshops or elsewhere.
- **Signage**: Clear "No Smoking" and "No Vaping" signs will be displayed where appropriate within office or activity settings, in line with the Health Act 2006.
- **Support for Cessation**: Staff or children, young people and adults seeking support to quit smoking or vaping will be signposted to local resources, such as local NHS or public health support services.

Alcohol Regulations

- **Prohibition**: The consumption, possession, or distribution of alcohol is strictly prohibited on Life Journey Academy settings and during activities.
- **Events**: Alcohol will not be served or permitted at any Life Journey Academy events, including fundraisers, workshops, or staff gatherings, to maintain an inclusive environment for all attendees, particularly children, young people and adults.
- **Underage Drinking**: Where alcohol use by a young person under 18 raises concerns about their wider safety or welfare, this is treated as a potential safeguarding concern and follows the referral pathway in the Safeguarding and Child Protection Policy.
- **Staff Conduct**: Staff and volunteers must not be under the influence of alcohol during working hours or when representing the academy. Breaches may result in disciplinary action, up to and including termination.

Drugs

- The possession, use, or distribution of illegal substances is strictly prohibited on all Life Journey Academy premises and during any LJA-related activity. This applies to all staff, contractors, visitors, and individuals receiving support.
- Where a child or young person is found to be in possession of an illegal substance, or where there is reasonable suspicion of drug use, this is treated as a safeguarding concern. The DSL (Lee Johnson) is notified immediately and the response follows the pathway set out in the Safeguarding and Child Protection Policy. Parents or carers are informed unless doing so would place the young person at greater risk.

- For adults receiving support, drug use is addressed sensitively and without judgement. Where drug use raises concerns about the individual's safety or the safety of others, the DSL assesses the situation and considers appropriate referral to relevant support services.
- Staff and contractors must not be under the influence of any illegal substance during working hours or when representing LJA. Breaches will be addressed through the conduct and disciplinary process.
- Where drug use appears linked to criminal exploitation or county lines involvement, this is treated as a CSE or criminal exploitation concern. See the CSE Risk Policy.

Key Responsibilities

Both Directors: Ensure policy compliance, oversee enforcement, and promote awareness through training and communication.

Designated Policy Coordinator: A named staff member responsible for monitoring compliance, addressing breaches, and maintaining records of incidents.

Staff and Volunteers: Adhere to the policy, report violations, and model appropriate behaviour for children, young people and adults.

Individuals receiving support and Parents/Guardians: Comply with the policy and report concerns to staff. Parents/guardians are expected to reinforce the policy's importance with their children.

Visitors: Must follow the policy while on the Life Journey Academy settings or at academy events.

Enforcement and Consequences

- **Individuals receiving support**: Breaches of this policy (e.g., smoking, vaping, or alcohol possession) will result in disciplinary action as outlined in the academy's behaviour policy. This may include warnings, parental meetings, review of participation arrangements, support needs, or suitability of continued involvement, or, in severe cases, temporary withdrawal from sessions or review of the suitability of continued provision, agreed with the commissioning body and family where relevant.

- **Staff and Volunteers**: Violations will be addressed directly by the directors and may result in verbal or written warnings, temporary suspension from duties, or termination of contract, depending on the severity and circumstances.
- **Visitors**: Visitors found smoking, vaping, or consuming alcohol on Life Journey Academy settings or activities will be asked to stop immediately and may be required to leave. Repeated violations may result in a ban from Life Journey Academy settings, activities or events.
- **Reporting**: Any observed breaches should be reported to directors promptly.

Education and Awareness

- **Individuals receiving support**: Age-appropriate education on the health risks of smoking, vaping, and alcohol will be integrated into mentoring sessions or workshops, emphasising personal responsibility and well-being.
- **Staff**: Annual training will reinforce the policy's requirements and procedures for handling violations.
- **Parents/Guardians**: The policy is shared with families, carers, and commissioners at the start of any placement.

Exceptions

- No exceptions will be made for smoking or vaping on Life Journey Academy settings or during academy-related activities.
- Any exceptional circumstances will require prior approval from the directors and appropriate safeguarding consideration.

Review and Updates

This policy will be reviewed annually or following significant changes, such as new legislation or incidents. Updates will be approved by the directors and communicated to all stakeholders. Feedback can be submitted to the Designated Policy Coordinator.

Compliance

This policy complies with:

- The Health Act 2006 (smoking bans in enclosed public spaces and workplaces).

- The Children and Families Act 2014 (safeguarding the welfare of children and young people).
- Relevant public health and safeguarding guidance.
- UK employment law regarding workplace conduct.

Contact Information

For questions, to report a breach, or to seek support:

Managing Director: Lee Johnson

Operational Director: Natalia Krasnianska

Email: contact@ljacademy.co.uk
Phone: 07765802889