



Restricted Items Policy

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Approved by:

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Definitions

- **Adult at Risk** – any person aged 18 years and over, who is or may be in need of community care services by reason of mental health issues, learning or physical disability, sensory impairment, age or illness and who is or may be unable to take care of him/herself or unable to protect him/herself against significant harm or serious exploitation.
- **Child or Children** - any person under the age of 18.
- **Client** – an organisation, which engages with Prospero Group to purchase Work-Finding Services. This includes, amongst others: Schools, Local Authorities, Care Homes, Universities, Parents/Carers and Private Sector organisations.
- **Prospero Group** – is comprised of three entities: Prospero Teaching (including Prospero Childrens Education Services), Prospero Health & Social and Prospero Integrated.
- **Service User** – is defined to mean **Child, Children or Adult at Risk**.
- **Temporary Worker** – an individual receiving Work-Finding Services, delivered by Prospero Group. This includes, amongst others: Teachers, Tutors, Teaching Assistants, Care Assistants, Support Workers and Nurses.
- **Work-Finding Services** – taken to mean recruitment activity, advertising of roles and provision of work-related training, provided by Prospero Group.

Purpose and Scope

Prospero Group is committed to the safety and welfare of Children, of Adults at Risk, and of our Temporary Workers.

This policy outlines expectations regarding restricted items on site / within the delivery of services by Prospero Group. Our primary goal is to create a safe and healthy environment free from restricted items.

Temporary Workers are expected to treat this policy as an addition, and subordinate, to the Client's Restricted Items Policy (or equivalent).

Restricted Items

Restricted items include, but are not limited to:

- Vapes/Cigarettes/Tobacco (see section "Temporary Worker Personal Tobacco / Vape Use")
- Alcohol (Service Users under the age of 18)
- Other drugs
- Medication (unless prescribed or pre-approved) – this includes taking personal medication on site
- Non-age-appropriate items / content
- Ceramics / sharps
- Any other restricted items as per the care / support plan

Role and Responsibilities

Prospero Group will:

- Uphold a zero-tolerance policy for restricted items on site / during the delivery of services.

- Implement clear communication channels with the Client and appropriate professional, for reporting suspected restricted item use.
- Investigate all reported incidents raised against Temporary Workers, in line with Prospero Group's Allegations & Misconduct Policy.
- Where required, follow Client / third party reporting and escalation guidelines.
- Provide ongoing support and guidance for Temporary Workers relating to identifying and responding to suspected restricted item concerns.

Temporary Workers must:

- Never buy or provide Service Users with access to restricted items.
- In the event of witnessing a Service User with / suspected access to any restricted items:
 - Remove the item(s) safely (if possible).
 - Immediately report the incident to Prospero Group, Client and any appropriate professionals.
- Continually reevaluate and perform dynamic risk assessments to ensure the safety of all parties, especially for high-risk Service Users.
- Promote healthy habits and positive choices through guidance, role modelling, and curriculum content (where applicable).
- Refrain (where possible) from use of restricted items whilst on shift / during the session, especially in view of Service Users.

Service Users must:

- Understand that restricted items are strictly prohibited on site / during the delivery of services.
- Understand that possession / being under the influence of any of restricted items whilst on site / during a session, will be considered a serious breach of conduct - which could lead to Suspension / Exclusion of services and immediate referral to the Client, Parent/Carer/Guardian and appropriate professional.
- Refrain from discussing or promoting the use of these restricted items with other Service Users - will be considered a serious breach of conduct and could lead to Suspension / Exclusion of services and immediate referral to the Client, Parent/Carer/Guardian and appropriate professional.
- Communicate openly with the Temporary Worker or Prospero Group representative if they have concerns about restricted item use among peers.

Where applicable, Parents/Carers/Guardians must:

- Discuss this policy with the Service User and emphasise the importance of a restricted item free environment.
- Monitor the Service User's behaviour for any signs of restricted item use and seek professional help if necessary.
- Work collaboratively with Prospero Group and the Client to address any concerns regarding Service User's potential restricted item use.

Temporary Worker Personal Tobacco / Vape Use

Temporary Workers must:

- Refrain from personal tobacco / vape use in front of the Service User.
- Extinguish and dispose of used tobacco / vape products in a responsible, litter-free way.
- Never leave the Service User unattended / drop supervision levels (unless pre agreed in writing) for personal tobacco / vape use.
- Immediately report other Temporary Workers / other professionals who fail to follow tobacco / vape use procedures whilst on site / during the delivery of services.

Safeguarding Procedures

Prospero Group will follow established safeguarding procedures in accordance with local and national guidance. This may involve contacting the police, social services, or other relevant authorities depending on the circumstances.

Data Protection

Prospero Group will treat all Temporary Workers' data confidentially and in accordance with the requirements of the Data Protection Act 2018 and the General Data Protection Regulations 2018.

Enforcement

This policy will be enforced by Prospero Group's CEO, Managing Director, Operations Directors, Head of Compliance & Safeguarding, Head of HR and Data Protection Officer.

Failure to adhere to this policy may result in suspension / termination of the Temporary Worker's Work-Finding Services and referral to the Disclosure and Barring Service / relevant professional body, if applicable.

Review

This policy will be reviewed annually and may be updated in line with government guidance.