Restricted Items Policy

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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/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.
- **Parent/Carer or Guardian** – a person who has parental responsibility for, legal responsibility for, or provides day-to-day care and support to a child or adult at risk.
- **Prospero Group** – is comprised of three entities: Prospero Teaching, 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 safeguarding and promoting the welfare of Children, Adults at Risk, Temporary Workers and all individuals involved in the delivery or receipt of services.

This policy outlines expectations regarding restricted items during the delivery of services by Prospero Group, whether services are delivered on a Client site, within a community setting, or in a private residence.

The purpose of this policy is to promote a safe, healthy and professional environment, free from inappropriate restricted item use, whilst recognising that some Service Users may have specific needs or lawful permissions relating to certain items as documented within care plans, risk assessments or support plans.

Individuals should treat this policy as supplementary to, and subordinate to, any applicable Client policy, procedure or site-specific requirements.

Restricted Items

Restricted items may include, but are not limited to:

- Tobacco products, cigarettes, vapes and nicotine products.
- Alcohol.
- Illegal drugs and substances.
- Prescription medication not prescribed to the individual using it.
- Medication not administered in accordance with an agreed care, medical or support plan.
- Non-age-appropriate materials, content or devices.
- Sharp objects, blades, weapons or items which could reasonably cause harm.
- Hazardous substances.
- Any item identified as restricted within a care plan, education plan, risk assessment, behaviour support plan or placement agreement.
- Restrictions may vary depending on the Service User's age, circumstances, assessed needs and agreed support arrangements.

Roles and Responsibilities

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 revaluate 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.
- Not consume alcohol, illegal drugs, or be under the influence of any substance that may impair professional judgement during the delivery of services.
- Report concerns relating to Parents, Carers, Guardians, Client representatives or other individuals where restricted item use may present a safeguarding, welfare or health and safety concern.

Clients must:

- Inform Prospero Group of any known risks relating to restricted items before services commence.
- Provide relevant information contained within risk assessments, care plans, education plans or behaviour support plans where appropriate.
- Notify Prospero Group of any incidents involving restricted items that may affect the safety or wellbeing of Service Users or Temporary Workers.
- Cooperate with safeguarding investigations, incident reviews and risk management processes.
- Ensure any agreed arrangements regarding tobacco, vape, nicotine or medication use are clearly documented and communicated to all relevant parties.

Service Users must:

- Refrain from possessing, using, distributing or promoting restricted items during the delivery of services unless expressly permitted through an agreed care plan, support plan or risk assessment.
- Comply with any restrictions set by their Client, Parent/Carer/Guardian, care provider or relevant professional.
- Not encourage, pressure or influence others to use restricted items.
- Inform an appropriate adult if they become aware of restricted item use which may place themselves or others at risk.
- Understand that possession or use of restricted items may result in services being suspended, terminated, or referred to the Client, Parent/Carer/Guardian and relevant professionals.

Where applicable, Parents/Carers/Guardians must:

- Support the implementation of this policy and discuss age-appropriate expectations with the Service User.
- Work collaboratively with Prospero Group and the Client to address concerns relating to restricted item use.
- Provide relevant information regarding known restricted item use, associated risks, or safeguarding concerns.
- Ensure the environment remains safe and suitable for the delivery of services.
- Not provide Service Users with access to illegal substances during the delivery of services.

- Refrain from using illegal drugs or being under the influence of substances that may adversely impact the safe delivery of services whilst a session is taking place.
- Avoid smoking, vaping or using tobacco products within the immediate area of a session where such use may impact the health, safety or wellbeing of the Service User or Temporary Worker.
- Understand that Prospero Group may suspend or terminate a session where environmental or safeguarding concerns arise.

Tobacco and Vape Use

Temporary Workers:

- Must not smoke or vape in the presence of Service Users.
- Must not supply, purchase or store tobacco, vape or nicotine products for Service Users.
- Must dispose of tobacco and vape products appropriately.
- Must not leave Service Users unsupervised in order to smoke or vape.
- Must report concerns regarding inappropriate tobacco or vape use.

Service Users:

Prospero Group recognises that some Service Users, particularly Adults at Risk, may lawfully use tobacco or vape products.

Where tobacco or vape use is known:

- Any arrangements should be documented within relevant care plans, risk assessments or support plans.
- Temporary Workers must not facilitate, supervise or encourage tobacco or vape use unless this forms part of an agreed support plan.
- Temporary Workers must not purchase or supply tobacco, vape or nicotine products.
- Concerns relating to excessive, unsafe or unlawful use must be reported to Prospero Group and the Client.
- Tobacco or vape use by Children should be reported and managed in accordance with safeguarding procedures and Client requirements.

Safeguarding Procedures

Prospero Group will follow established safeguarding procedures in accordance with local and national guidance. Where safeguarding concerns are identified, this may include sharing information with or contacting the police, social services or other relevant authorities, as appropriate.

Data Protection

Prospero Group is committed to protecting the privacy and confidentiality of personal data. All personal data processed under this policy will be handled in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and Prospero Group's data protection policies and procedures.

Enforcement

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

Failure to adhere to this policy may result in appropriate action being taken. For Temporary Workers, this may include the suspension or termination of Work-Finding Services and referral to the Disclosure and Barring Service (DBS) and/or relevant

professional body, where applicable. Prospero Group also reserves the right to suspend or terminate its relationship with any Client where safeguarding concerns, breaches of this policy, or actions that place Service Users at risk are identified.

Review

This policy will be reviewed annually and updated as necessary to reflect changes in legislation, government guidance and best practice.