



## **Braintree Youth Project Charity**

### **Staff/Volunteers Drugs and Alcohol Policy**

#### **PART 1**

##### **Introduction**

Braintree Youth Project Charity (BYPC) has a responsibility towards its staff/volunteers and young people concerning the use and misuse of both legal and illegal substances

This policy is applicable to all staff/volunteers and the purpose of this policy statement is to ensure that:

- Staff/volunteers are clear that BYPC will neither tolerate nor condone drug or alcohol misuse;
- Staff /volunteers are clear about the approach which will be adopted by BYPC in the event of a drugs or alcohol related incident;
- Individual incidents can be dealt with quickly and effectively;
- Everyone feels a personal responsibility towards ensuring that the working environment remains free from drug and alcohol misuse.

BYPC will:

- Ensure staff/volunteers are aware of this policy;
- Establish and maintain clear systems of communication;
- Develop, where they do not already exist, procedures for dealing with drug or alcohol related incidents;
- Monitor the implementation of the policy.

##### **Welfare**

The individual circumstances surrounding each substance-related incident will be taken into consideration as it is recognised that a variety and flexibility of responses may be required. BYPC seeks to balance the interests and concerns of the individual experiencing problems with the interests and needs of other members of BYPC, of the work of BYPC and of the local community.

##### **Education**

BYPC seeks to inform staff/volunteers and young people on substance-related issues in order to assist them to:

- Fulfil their legal, working, responsibilities;
- Be well informed regarding the effects of substances and their misuse;
- Be aware of help and support that is available;

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- Understand the possible legal and other consequences of any drug or alcohol related incident, whether it involves supply, production, possession, use or sale of an illegal substance or the improper use of alcohol or tobacco.

## **Confidentiality**

In cases where BYPC is asked to provide confidential references on behalf of staff/volunteers or young person, the staff member/volunteer or young person will be informed of the inclusion of information about alcohol or drug misuse.

Non-confidential and confidential information may be disclosed to the appropriate authorities in cases where it is necessary to invoke disciplinary or preventative measures.

## **Conduct and Discipline**

Because of the impact on people's work, health and safety and the impression that will be conveyed to others, BYPC has certain expectations about the consumption of alcohol in the workplace. Staff/volunteers are expected not to undertake their work duties while under the influence of alcohol. In this context, staff/volunteers are not expected to consume alcohol in a work break or in a social situation with young people. Alcohol is not to be consumed during BYPC activities involving young people, whether within its premises or otherwise. Subject to licensing law, it is expected that there might be fundraising or other corporate BYPC events that might involve modest alcohol consumption. Should this be the case this is not to be construed as BYPC staff/volunteers condoning the misuse of alcohol and staff/volunteers are expected to act with restraint, understanding that they are examples to the young people as well as representatives of the charity.

- BYPC has a legal responsibility to provide a safe and healthy environment for staff/volunteers, young people and visitors and to take appropriate action when the health and safety of such individuals is threatened.
- BYPC will take appropriate action if it becomes known that staff/volunteers or young people are involved on its premises in the misuse of alcohol or other substances, or the possession, supply or production of illegal substances.
- Staff/volunteers who are unable to perform their duties responsibly and safely due to the effects of alcohol, drugs or other substances will be suspended and subject to appropriate disciplinary action, which may include dismissal and/or the involvement of the relevant authorities.
- The management of BYPC will take appropriate disciplinary action in cases where it has reason to believe the law has been broken.
- BYPC will take appropriate disciplinary action against anyone driving its transport or their own transport whilst on BYPC business, if they are considered to be unfit to drive due to the influence of alcohol, drugs or other substances.
- In line with Section 2 of this policy, BYPC will encourage a member of staff who it believes has a health problem related to alcohol or drug misuse to seek appropriate help through medical and other agencies. BYPC will do all that it can to help them find appropriate help.



## **Social Events**

Whilst alcohol is not illegal for adults, its consumption, subject to the Licensing Act 1964, is not allowed on BYPC premises.

In cases of impaired performance of duty or misconduct at work or on BYPC premises, which results from the consumption of alcohol or misuse of drugs in such social situations, appropriate disciplinary action will be taken.

Those organising social events for young people have a legal obligation under the Misuse of Drugs Act 1971 (and subsequent amendments) not to allow the trade and consumption of illegal substances.



## **Drugs and Alcohol Policy**

### **Young People**

#### **Part 2**

#### **Introduction**

Braintree Youth Project Charity takes the issue of drugs (the use and abuse of legal and illegal substances not prescribed by a doctor) and alcohol very seriously, and recognises that young people could have increased awareness of these issues from their peers and their own family experience. The following outlines the basic procedure that staff/volunteers will adhere to regarding the issues of drugs and alcohol.

Braintree Youth Project Charity acknowledges that drugs and alcohol play a large part in our society, and that an educative role is advisable; we recognise the necessity for young people to be provided with reliable education and advice about drugs and alcohol as well as access to appropriate treatment where necessary.

#### **Aims**

BYPC aims to promote a healthy environment, and attaches great importance to the quality of good relationships and involvement over the issues of:

- Choices
- Health promotion
- Education
- Individual self esteem

#### **Objectives**

- To make all information and educational packages for young people age appropriate.
- To emphasise a healthy/safe lifestyle - valuing one's body and those of others.
- To seek involvement and assistance from outside agencies, whenever appropriate (which might include: SSD, Police, Drug Advice Centres, EYPDAS Medical and Treatment Centres).
- To provide the staff/volunteers with relevant, comprehensive training and development in this area.
- To make young people's safety and confidentiality paramount.
- To ensure that access to advice and support is available at all times in the area of drug or alcohol use/abuse or rehabilitation, and for any incident to be reported immediately.

#### **Practice and Procedure**

Aside from the legal position, the BYPC policy is that young customers of BYPC are not allowed, while on BYPC premises or participating in BYPC organized activities to:

- Have on their person drugs or alcohol
- Use drugs not under prescription, howsoever sourced.
- Consume alcoholic beverages
- Be in a state of intoxication from the consumption of either drugs or alcohol

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Any breaches in this policy will be reported by the staff member/volunteer identifying such to the Centre Manager or Youth Worker. The young person or people will be instructed to leave the premises as soon as is safely possible and may be denied future access to BYPC premises and/or organised activities.

When a BYPC staff member/volunteer suspects that a young person has brought drugs onto the premises, or is using drugs on the premises, the young person will be made aware that this is illegal and that the staff member/volunteer is required to notify the police since, according to the law, the responsible staff member/volunteer will be held accountable for any drugs found on the premises – ignorance is not an excuse in the eyes of the law.

When a BYPC staff member/volunteer suspects that a young person has brought alcoholic drinks onto the premises, or is consuming alcohol on the premises, the young person will be made aware that doing so is strictly contrary to the policy of BYPC and that the staff member/volunteer must report the incident since the responsible staff member/volunteer will be held accountable for any alcohol found on the premises.

All young people attending BYPC activities will be made aware of the BYPC Policy and Practice with regard to the use of drugs and the consumption of alcohol that staff members/volunteers must:

- Report any offence to the police, the youth centre management and all other relevant parties and professionals (e.g. Parents, Local Authority Social Worker, etc.)
- Get appropriate help and assistance from specialists in this area as soon as possible, with the co-operation of the young person, and support them in any way possible.
- Recognise and respect the young person's rights regarding privacy and confidentiality at all times whilst taking into consideration the possible necessity to contact the relevant professionals, such as police and social services.

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