

## Alcohol/Drugs Policy

It is All Saints Community Development Company, All Saints Community Projects, All Saints Community Catering, The Robin Centre and All Saints Parish Church (All Saints) policy to keep the project and site drugs (illegal) free and to work within the law.

This policy applies equally to paid employees and volunteers.

The term drugs relates to either illegal drugs or the illegal use of drugs. The premises means all buildings and grounds including the village square. The premises, including the surrounding area and grounds will be regularly checked by staff and the caretaker. If drugs are found they will be disposed of and the police informed.

Alcohol/Drugs cannot be made on the premises

Alcohol/Drugs cannot be sold on the premises

Anyone caught selling or making drugs will be reported to the police.

Anyone caught using, under the influence of or possessing drugs on the premises will be asked to leave, if they refuse the police will be called.

If this happens:

- Be aware of your and other's safety
- Be aware of their safety
- If there are any signs of violence call the police
- If there are any signs of medical needs call the ambulance service
- Make a record of the incident and inform your manager//leader. An incident report should be filled in

### **A. During sessions with or for children and young people:**

- Alcohol/Drugs cannot be used on the premises
- Alcohol/Drugs cannot be brought onto the premises

Anyone caught using, under the influence of or possessing drugs will be asked to leave, if they refuse the police will be called.

If this happens:

- Be aware of their safety
- Be aware of your and other's safety
- If there are any signs of violence call the police

Alcohol and Drugs Policy

All Saints Community Development Company  
All Saints Community Projects  
All Saints Community Catering  
The Robin Centre  
All Saints Parish Church

- If there are any signs of medical needs call the ambulance service
- Make a record of the incident and inform the manager/leader
- An incident report should be filled in

Children and young people should have regular information in different forms about the misuse of drugs and alcohol and the law. There should be help lines etc on display. This is the responsibility of the manager/leader of the groups

### **B. Groups where users are transported to or collected from the centre**

If a user who is transported to the centre is found to be under the influence of drugs or alcohol then they should be asked to remain in a place where there is no risk to others or themselves. Further actions should be discussed with them, if possible, and the Safeguarding Vulnerable Adults policy should be consulted.

### **C. The Robin Centre**

If anyone arrives on the premises under the influence of drugs or alcohol you should:

- Consult the Safeguarding Vulnerable Adults policy
- Make sure they are kept safe
- Contact their relatives (with consideration of their confidentiality)
- Carry out a risk assessment around their care plan/medication.
- Be aware of the safety of others and yourself
- If there are any signs of violence call the police
- If there are any signs of medical needs call the ambulance service
- Make a record of the incidents and inform the manager/leader
- An incident report should be filled in

Staff should know who can drink and who can't this should be recorded on their care plan

### **D. Alcohol in a social setting**

If alcohol is being served at a social or fundraising setting then:

- It should be used/served within the law
- Children and young people will be the responsibility of their parents but if parents are not there or not around all adults are responsible for ensuring that young people and children (under 18) do not drink alcohol
- Adults should be encouraged not to drink to excess
- Adults should be protected from driving if it is felt they are over the limit
- Those serving alcohol should be mindful of their responsibilities to children and young people

In our policies:

- 'All Saints organisations' refers to the 5 members of the All Saints family
- 'Board' refers to the Boards, committees or legal entities that govern those All Saints organisation.
- 'Manager/leader' refers to people who are in charge of various activities across the All Saints organisations. They may be paid staff or volunteer

