

Drugs, Alcohol and Smoking Policy

Drugs (including the misuse of prescribed and illegal drugs)

Caring Hands in the Vale recognises that individuals who access its services may be drug users. Caring Hands in the Vale respects the rights of all individuals to choose their own lifestyle and respects everyone's right to choose to take the risk of taking any drug. However, Caring Hands in the Vale has an absolute responsibility for protecting the health and safety of all its' service users, employees, volunteers and visits, and where appropriate will engage with individuals to point out the risks and offer appropriate support and guidance to anyone that wishes to make appropriate lifestyle changes and signpost to other organisations.

Caring Hands in the Vale is aware that most of the drugs sold on the street are illegal. Caring Hands in the Vale has a duty to ensure that nothing illegal occurs on their premises, so does not allow the use of drugs that are illegal or not prescribed to individuals by a doctor, or prescribed drugs which are not prescribed to the individual concerned. Caring Hands in the Vale will consider barring anyone if there is good reason to believe that they using or supplying drugs in any of the services provided or in the area outside. Below is a list of breaches in policy that may result in being barred:

- Anyone found to have un-prescribed drugs will be barred until the steering group meeting where a final suspension of no shorter than one month will be decided.
- Anyone suspected or found to be using drugs in any of the services, will be immediately barred from the services provided by Caring Hands in the Vale until the next Steering Group meeting, where the incident will be discussed and a decision made as to whether to continue the ban indefinitely or a ban of no less than once month
- Anyone found or suspected of dealing drugs will be immediately barred from the services provided by Caring Hands in the Vale until the next Steering Group meeting, where the incident will be discussed and a decision made as to whether to continue the ban indefinitely or a ban of no less than once month
- Anyone found or suspected to be using drug paraphernalia, such as needles, syringes, swabs, spoons or anything else used to prepare drugs before using them will be immediately barred from the services provided by Caring Hands in the Vale until the next Steering Group meeting, where the incident will be discussed and a decision made as to whether to continue the ban indefinitely or a ban of no less than once month

When staff have reasonable grounds to suspect, or have found any service user breaking the policy rules, an incident report must be completed. This report should include witness details, the reason for the ban. When this report has been completed the, if possible, the Community Worker plus one other volunteer will speak to the individual concerned and the decision to them. Also if appropriate, the individual will be signposted to an appropriate agency for support.

Appeal

All service users have the right to appeal against any ban at any time. An appeal will be heard by the Chair of Trustees and Community Worker or another member of the Trustees. A service user may be allowed to access the services provided by Caring Hands in the Vale after agreeing a behaviour contract, which will be signed and dated by the service user and signed and dated by a witness. A copy of the signed behaviour contract must be given to the service user.

Drug Equipment

Caring Hands in the Vale does have a Sharps Policy, a sharps box and a sharps removal kit. However, the sharps box is not routinely available to service users and are intended for emergencies only. Individuals will be signposted to an appropriate agency that provides sharps boxes, if required.

Police

Caring Hands in the Vale inform the Police of the details of any ban related to the misuse of drugs. This action would only be taken by the Community Worker or Chair of Trustees, and the individual concerned will be informed of the action taken.

Alcohol

- Alcohol is not to be consumed within any of services provided by Caring Hands in the Vale.
- No containers of alcohol may be bought into the services provided by Caring Hands in the Vale, whether opened or closed.
- Any service user found to be in possession of alcohol will be asked to remove it.
- Any service user found to be consuming alcohol, will be asked to leave
- Any service user, who if found drinking alcohol directly outside, will be asked to move away. If they refuse to move then the police will be called to move them on. All service users will be informed that the police are about to be called.

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Staff, Volunteers and Visitors

Caring Hands in the Vale prohibits the drinking of alcohol by employees, volunteers and visitors in the workplace.

Caring Hands in the Vale will take all reasonable steps to prevent employees, volunteers and visitors carrying out work-related activities if they are considered to be unfit/unsafe to undertake the work as a result of alcohol consumption or substance abuse.

Caring Hands in the Vale expressly prohibits the use of any illegal drugs or any prescription drugs that have not been prescribed for the user. It is a criminal offence to be in possession of, use or distribute an illicit substance.

An employee will be subject to disciplinary proceedings and the police informed, should they be found to be breaking the terms of this policy.

No employee or volunteer control shall, in connection with any work-related activity:

- report, or endeavour to report, for duty having consumed drugs or alcohol likely to render him/her unfit and/or unsafe for work;
- consume or be under the influence of drugs or alcohol whilst on duty;
- store drugs or alcohol in personal areas such as lockers and desk drawers;
- attempt to sell or give drugs or alcohol to any other employee, volunteer, visitor or service user.

Employees must inform their line manager regarding any prescribed medication that may have an effect on their ability to carry out their work safely, and must follow any instructions subsequently given e.g. drugs that cause drowsiness must not be used whilst at work.

Any employee suffering from drug or alcohol dependency should declare such dependency, Caring Hands in the Vale will subsequently provide reasonable assistance, treating absences for treatment and/or rehabilitation as any other sickness absence. (Failure to accept help or continue with treatment will render the employee liable to normal disciplinary procedures.)

Disciplinary Action:

Drug and alcohol misuse may become a matter for disciplinary action in accordance with the disciplinary procedures, particularly where help is refused and/or impaired performance continues.

- Dismissal may result from disciplinary action.
- Possession of and dealing in illegal substances will be immediately reported to the police in all cases.

Medication (including the use of prescribed drugs)

For the safety of our service users and to ensure all staff, Service users and volunteers adhere to the Drug and Alcohol Policy, Caring Hands in the Vale will not store or administer any drug in any form, whether they are prescribed or over the counter. This includes creams and antibiotics. Employees are only trained in emergency first aid and Caring Hands in the Vale cannot be held responsible for the management of a service user's medical needs. Employees and volunteers must be made aware of any medication that a service user may have to self-administer whilst on the premises e.g. inhalers, antibiotics, etc. to ensure that they are fully informed if a medical emergency occurs. Employees and volunteers will in no circumstances administer or prompt a service user to take their medication.

Rough sleeping Service users may store their prescribed medication in their own personal locker if they are unable to keep them on their person, ensuring that employees and volunteers are fully aware of this.

Caring Hands in the Vale will consider banning anyone if there is good reason to believe that they are using or supplying drugs whether prescribed or not in the services provided by Caring Hands in the Vale.

Breaches in policy that may result in a ban are as detailed in the Drugs and Alcohol Policy with the addition that 'drugs' refers to all prescription, non prescription and over the counter medication. Please refer to the Banning Policy for further details.

The only exception to this would be if there is a pre-existing condition which requires an injection to be taken, such as type 1 diabetes or an epipen. If any service user has a condition which requires them to inject for such a pre-existing condition, they should inform staff who will accompany them into a private area to administer their medication. Under no circumstances should a staff member administer for them. This should be recorded, including the information of the service user concerned, date, time and medication.

Police

Caring Hands in the Vale inform the Police of the details of any ban related to the misuse of drugs. This action would only be taken by the Community Worker or Chair of Trustees, and the individual concerned will be informed of the action taken.

Smoking

No smoking is allowed in any of the services provided by Caring Hands in the Vale, both inside and within ten metres of the building. In addition no roll-ups are allowed to be made inside the building.

Service users are allowed to have cigarettes and tobacco in their possession, but not any illegal substances, for smoking, whilst in any of the services provided by Caring Hands in the Vale.

Should a service user not follow this policy, they could be subject to a ban.