**DRUGS AND ALCOHOL POLICY & GUIDANCE INFORMATION**

**Feb 2024**

Workers who are under the influence of either drugs or alcohol potentially put both themselves and those around them at risk. It therefore makes sense for us to have a clear drugs and alcohol policy and to communicate it to all.

**Aims, Objectives and Scope**

The policy is set down to enable anyone involved with the charity or any user f the premises to understand that whilst the charity does not intend to reduce personal freedoms we do have a duty to keep all people safe. It covers employees, volunteers, tenants, service users and occasional hirers be them groups or individuals.

**Responsibility**

The Board is responsible for creation and implementation of the policy and will devolve the implementation to the Senior Manager. Any issues with putting the policy into practice or if anyone breaks the rules stated then the issues will be referred back to the Board for action.

**The Rules**

All those entering the premises will be required to not drink alcohol on site and are required not to be under the influence of non-prescribed drugs or alcohol at any time whilst on site.

Any misuse of drugs will result in the following action:

1. **Staff or those self-employed by the Charity or other(s)** will be asked to leave the premises with immediate effect and will be reported to their line manager and disciplinary action will be taken in line with the current policy and contract of employment
2. **Volunteers** will be asked to leave the premises with immediate effect and will be reported to the volunteer coordinator for a decision as to whether the volunteering opportunity can be permitted to continue.
3. **Users of the premises** are required to ensure that their staff and volunteers follow the same guidance and do not permit persons onto the premises who are under the influence of drugs or alcohol. Failure to do so will result in their hiring agreement being terminated if no restorative action is taken.
4. **Members** under the influence of drugs and alcohol will be asked to leave the premises and return once ‘sober’ or ‘clean’.

**Special Circumstances**

If any group is wanting to use the premises that has special circumstances (eg: Alcoholics Anonymous, Drugs Anonymous or similar) where it is possible someone needing assistance may be under the influence of drugs or alcohol then this needs to be conveyed to the Board and Senior Manager and a decision reached as to whether or not a hiring agreement can be entered into.

**Confidentiality**

Any employee, volunteer or others with drug/alcohol problems can be assured that issues raised will be treated in the strictest confidence. The charity will be supportive of persons with issues seeking to change and who require assistance. However, employees and volunteers must understand that the Board cannot condone a breach of criminal law.

**Supply of alcohol/drugs**

Anyone providing alcoholic drinks or drugs on the centre will be asked to leave with immediate effect. Volunteers will have their volunteering opportunity removed and staff will have their contract terminated as a matter following the heading gross misconduct. In appropriate circumstances the Police will be called, and the matter treated as a criminal matter.

**Help**

Help and support will be provided for anyone seeking assistance. The Senior Manager should be approached in confidence and support will be provided specific to the needs of the individual. This may involve signposting to an external body.

**Information**

Alcohol and drugs can be prejudicial to your overall health and well-being. If you require further help and support, please refer to the following websites in the first instance.

<https://www.nhs.uk/live-well/addiction-support/advice-for-the-families-of-drug-users/>

<https://www.nhs.uk/live-well/alcohol-advice/alcohol-support/>

Signed:

Chairperson

Blackpool Music School Date: