

# YMCA EDINBURGH

## Drugs and Alcohol Policy

### 1. General Principles

*The general role of all staff and volunteers is to demonstrate through conduct, conversations and relationships, a sensitive and caring manner which supports the Christian basis of the YMCA.*

- YMCA Edinburgh has a legal responsibility to ensure the health and safety of all participants.
- It also has a legal responsibility to the law pertaining to drugs and alcohol.

### 2. What is the policy for?

- The policy relates to alcohol and illegal drugs including cannabis.
- This policy has been produced to give all YMCA staff and volunteers the necessary guidance to deal with drug and alcohol related issues.
- This policy has been written in consultation with staff, volunteers and the Board of Management.
- This policy will be reviewed regularly.

### 3. Staff and Volunteers

#### 3.1 Responsibilities

- YMCA staff and volunteers shall **at all times** ensure that, whilst on duty and responsible for others, they will refrain from consuming any alcohol or drugs with the potential to impair judgement.
- On presenting themselves for work, all staff and volunteers must be in a fit and responsible state and on no account be under the influence of drugs and / or alcohol.
- In the light of the fact that a number of the children and young people who use YMCA Edinburgh suffer as a result of adults who abuse drugs and / or alcohol, staff and volunteers should be role models and examples for others. They should therefore consider the appropriateness of drinking alcohol in any premises located near the YMCA after working hours, or when off duty.
- It is essential when staff and volunteers are off duty, socialising in a public place and consuming alcohol, that they are not wearing any apparel that identifies them as YMCA Edinburgh staff. On staff social occasions, they should conduct themselves in a manner conducive to that expected when representing the organisation.

- All staff and volunteers must adhere strictly to a policy of total abstinence from drugs / alcohol prior to driving on YMCA Edinburgh programmes.

### **3.2 Training and Support**

- Basic drug awareness training will be available for all staff and volunteers on types of drugs and their effects.
- All new staff and volunteers will receive a copy of this policy as part of their induction.

### **3.3 Record Keeping**

- Any drug or alcohol related incidents which occur with staff, volunteers, or users of YMCA Edinburgh will be reported in writing to the Chief Executive, by the worker in charge. If the Chief Executive is thought to be involved, this should be reported to the Chair of the Board of Management.

## **4. Information, Support and Guidance**

- General drugs and alcohol information will be available to staff, as well as help line numbers to be displayed along with the key points of the policy, in the YMCA Edinburgh office.
- YMCA Edinburgh premises have a strict **no smoking** policy, including the use of Electronic cigarettes.

## **5. Relationships with the Police**

- YMCA staff will work in partnership with the police, by reporting immediately any drugs discovered during Centre activities.

## **6. Guidance on dealing with drugs / alcohol issues**

### **6.1 Possession or use of drugs or alcohol on YMCA Edinburgh premises and during activities**

When under the influence of drugs or alcohol people can become unstable or difficult to manage. Therefore:

- No-one may bring drugs, alcohol or equipment to use drugs or alcohol into YMCA Edinburgh, or other centres used by the YMCA to run YMCA programmes and activities.
- People must not be under the influence of any drugs or alcohol whilst in YMCA Edinburgh or whilst involved in any YMCA activity.

Whilst representing the YMCA, no-one should be under the influence of alcohol or drugs. **Unless drugs are prescribed, taken under controlled circumstances and the administering of the drug has been overseen by a parent / guardian or agreed by the responsible member of YMCA staff in advance.**

## 6.2 Drug Dealing

- The YMCA seeks to combat all forms of addiction. As such, YMCA Edinburgh will act to avoid any form of encouragement or pressure on any children / young people to participate in drug taking, under age consumption of alcohol or excessive consumption of alcohol by over 18's.
- Dealing in drugs will not be permitted on any YMCA activities or programmes, and will normally result in a referral to both the police and to a drug support agency.

## 7. Supply and Storage of Controlled Drugs

- Staff may take possession of prescribed drugs / medication on behalf of a child or young person in their care. Prior to any group programme or residential, staff should ascertain any prescribed drugs affecting the group members involved. A form must be completed for each individual concerned, and verification of the prescription and the dosage should be ensured **before** proceeding on the activity / programme.
- Drugs held by YMCA Edinburgh staff must be kept at all times in a secure location and access restricted to named staff only. Prior to a residential, staff should confirm the availability of such a secure holding place within the residential establishment.
- Staff may not permit children / young people to exceed the agreed dosage whilst in their care. Concerns about such situations should result in immediate contact with local health services, and in extreme cases, through the emergency services.

**Reviewed & Updated by the Board: 15<sup>th</sup> November 2017**

**To be reviewed: November 2019**

**Signature:** \_\_\_\_\_

**Position:** \_\_\_\_\_

*The Board of Management acknowledge their access to and use of the YMCA Scotland Drugs and Alcohol policy in the production of this YMCA Edinburgh Policy*