

K.P.C. YOUTH

Kenfig Hill, Pyle & Cornelly Youth
KPC YOUTH DRUG, ALCOHOL & SMOKING
POLICY FOR MEMBERS
REVIEWED MAY 13

The Project Manager, Senior Youth Worker and Trustees will be responsible for keeping the following policy for KPC Youth active (see Working Procedures). The policy will be reviewed annually and can only be changed at the discretion of the Trustees in discussion with the Project Manager and Senior Youth Worker.

KPC recognizes that some young people will have some involvement in drug and alcohol use. KPC neither condones or approves of the possession, use or supply of illicit drugs, but seeks to work with young people to promote their well being and reduce harm.

While wishing to provide an accessible and inclusive service, KPC Youth recognizes that it has other duties and obligations including:

- An obligation to work within the law
- A duty to provide a safe environment for young people, staff and volunteers
- A duty to work with and be sensitive to the local community

This policy includes all illegal drugs, alcohol, over the counter medicine, solvents and herbal highs etc.

1. None of the above substances may be brought into or used within the Project Centre or surrounding grounds, except in the case of over the counter medicines, eg: hay fever medications, they will be allowed provided they are for the use of that person only.
2. If we know or suspect that these are being brought into the Centre we will discuss the matter with the member(s) concerned and may take further action, especially if this is putting other staff or youth at risk or distress.

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3. Youths arriving at the Centre who are suspected of being under the influence of any intoxicating substance will be asked to leave the Project *if there is a problem with their behaviour*. If their safety is at risk, we may need to inform their parents and/or the Police to protect them from any harm.
4. If the member does not co-operate with staff when refused entry or when asked to leave the Police may be called, depending on their behaviour.
5. If a member of staff or volunteer suspect a youth of bringing in or encouraging other members in any illegal activity, including the possession or supply of any of the substances named in this policy, or in the use of intoxicants such as tobacco, herbal highs, solvents etc., they will be asked to leave the premises for 24 hours and given a verbal warning in the first instance. If the youth continues this behaviour a further & final verbal warning will be given to them, resulting in a possible ban from KPC Youth - this action can be taken on suspicion alone. Each case will be assessed individually. All incidents must be logged in the Incident Book. For those under 18 years of age, parents *may* be informed. If the youth is under 16 then they have no absolute right to confidentiality.
6. If dealing is happening on our premises we must stop it happening. The Police request that we inform them in all cases where the supply of controlled drugs is concerned. Section 8, Misuse of Drugs Act 1971, makes it an offence for anyone who is concerned with the management of premises to permit, cause or suffer certain acts.
7. Any member suspected by staff or volunteers of attempting to supply controlled drugs or any other intoxicating substance (listed above) on the Project must be made to stop any suspected behaviour at once and will be issued with a ban - the length of which will be determined by the Senior Youth Worker or Project Manager. They should be reminded of KPC's no-drug policy, and possible legal consequences. If found dealing, the youth concerned may have their details passed to the Police (*See Point 6 above*), and their parents may be informed if they are under 17. The supply of controlled drugs taking place on the premises can have serious

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ramifications for both the young person and for KPC Youth. The young person is committing an offence of supply, which could carry heavy penalties on conviction. Where staff or volunteers are aware that supply of controlled drugs is taking place they are obliged to take reasonable steps readily available to them to stop this supply taking place. If they fail to do so, they may themselves be committing a criminal offence (*See Point 6 above*).

8. Members will have a right to appeal against any ban from the project, which must be logged as soon as possible with either the Senior Youth Worker, Project Manager or the Board of Directors. If under 17, they may be asked to attend the Centre with their parents.
9. If prescribed medicines or over the counter medicine are brought onto the premises, eg: for asthma or anaphylaxis, a letter of parental consent will be required, detailing what the medicine is for, how many a day etc. These medicines will be kept in the top drawer of the cabinet in the Staff Office, and will only be returned to the individual concerned or to the parent.
10. KPC Youth offers a service that aims to protect member's privacy. However, where a member's actions or behaviour represents a serious risk to the safety or well being of other members, staff, volunteers, themselves or the organization, we may have to disclose information without consent.
11. If visitors are invited into our Centre, and they break organization rules, action will be taken against them and the member who invited them onto the premises.
12. All members have a right to be treated with respect and fairness by staff and volunteers at KPC. KPC Youth will work with people who use drugs/alcohol and those who do not - *providing they don't use the drugs/alcohol on our premises*.
13. Members are responsible for ensuring that these simple rules are kept to on all project property.
14. Staff will be responsible for monitoring the buildings and outside areas for suspected drug use/dealing.

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WORKING PROCEDURES

1. All staff and volunteers will be asked to read and sign our KPC Youth Drugs & Alcohol Policy, and have the contents discussed with them, during their induction period.
2. Staff and volunteers will be offered drug and alcohol training and awareness raising, with regular refresher training.
3. All staff receive regular supervision, by the Project Manager OR Senior Youth Worker during which staff should raise any difficulties they are experiencing in delivering this policy.
4. KPC Youth encourages staff to conduct assessments (where appropriate) using the TODAY screening tool to enable young people with problematic drug use to access treatment (kept in Staff Office - See Senior Youth Worker)
5. Members need to be aware that the drugs/alcohol policy is there to protect the rights and safety of all members and that if they do use drugs staff will still work with them - provided they do not use them within the centre or grounds.
6. Anyone whose behaviour is disruptive, whether due to drugs or alcohol or not, will be challenged and asked to change their behaviour. If they refuse to do so they may be asked to leave the Centre and the outside areas.
7. If Staff or Volunteers feel any youths are at risk from drug use, they should consider making a referral to a youth counseling service, or their GP, who can offer professional help.
8. The only smoking area for Staff, Volunteers, Members and Visitors at KPC Youth is outside the building in the garden area (for PRU pupils only the area to the rear of the portakabin)
9. Smoking is not encouraged for members aged 16 and below.
10. All members will be given information about the policy of the project when they join. In addition, notices outlining the key points from the policy will be displayed on posters around the Centre.
11. While staff are on the premises, they will ensure that the building and the surrounding area is supervised effectively.

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12. Where there is insufficient staff to monitor the whole building and outside areas, access to some areas may be restricted.
13. All complaints from the public regarding drug-related activity in the vicinity of the Centre will be logged. The complaint will be looked into and if investigation supports the complaint, appropriate action will be taken and the police will be informed.
14. Workers will ensure that information about drugs/alcohol and relevant support agencies is available to members, in order that they have the opportunity to look at reducing their drug use or alcohol consumption, and are able to make healthy and informed choices.
15. If staff/volunteers find any unattended substances - even if they are prescribed medicines - in any area of the Centre they should remove them. If the substance or syringe does not legally belong to any member it should be delivered to the police (phone the Police first to advise that a worker is coming to the Police station, and give details of who is delivering the drug, vehicle reg. Number, route, time and date when this will be carried out). Police liaison should be agreed allowing the delivery of controlled drugs to them on a "no questions asked" basis. If syringes are found, the staff member/volunteer should contact the local police or Ogwr DASH regarding disposal advice.
16. If the quantity of controlled/illegal drugs found suggests supply may be taking place, the Police should be involved immediately and the youth banned immediately from the Centre until investigation has been completed.
17. All incidents must be recorded in the Daily Incident Book, including incidents of suspicion and third-party information. This information may need to be handed over in written documentation to the Police. Staff should seek guidance from either the Senior Youth Worker or Project Manager. If necessary the Senior Youth Worker or Project Manager should contact the Drug Prevention Unit for advice.
18. Staff must fully cooperate with the police whenever there is a legal obligation to do so.

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OUR DRUG/ALCOHOL & SMOKING POLICY

KPC Youth seeks to work with all young people. In order to do so, we operate a Drug/Alcohol Policy. You are welcome to look at the policy, to discuss it with staff, and to see how it affects you.

KPC does not condone smoking by under 16's on our grounds. The only smoking area for over 16's is the designated outside area. KPC does not condone older members selling cigarettes to younger members.

We don't allow the possession or use of illegal drugs or alcohol at our Centre or in our grounds. Also we don't allow prescribed or over the counter medicines at KPC that are not for your own use and for medical purposes only. If you need to bring these with you - please bring in a signed letter from your parent/guardian stating dosage, frequency etc., and give it to one of the Youth Workers. If we're concerned that such possession or use puts other members at risk, we'll always take action, which may result in you being asked to leave KPC and the surrounding area.

We won't tolerate the supply of controlled drugs or alcohol on these premises. If we know or suspect that you are involved in supplying drugs, we must prevent this from happening. This will involve you being banned from KPC Youth Centre and grounds and will mean we have to inform the Police. If you're under 17 years we will inform your parents.

You also share responsibility if you invite any visitors into our Centre. If they break our rules, action will be taken against them and yourself.

The South Wales Police request that they be notified in all cases of controlled drug supply. For criminal investigation, you are classed as an adult at 17 years of age and the Police will not require a parent/guardian to be present after this age has been reached.

We don't want you to be banned, so please make sure that you understand the Drug Policy and follow the rules for your own safety and the safety of others. If you've any concerns over your own Drug/Alcohol consumption, or if you have a friend/relative with a drug/alcohol problem, you can phone:

Ogwr DASH on: 01656 650686 or WGCADA on 01656 667717

Or for help with giving up smoking - Stop Smoking Wales on 0800 085 2219

Registered Office: Off Pyle Inn Way, Pyle, Bridgend, Mid Glamorgan CF33 6AB

Tel: 01656 745399 or Tel/Fax: 01656 749219

Charitable Company No: 1123339

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