



# **SMOKING, ALCOHOL & DRUGS POLICY** **FOR STAFF, VOLUNTEERS & DIRECTORS**

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## **POLICY & PROCEDURES**

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## SMOKING, ALCOHOL & DRUGS POLICY – STAFF, VOLUNTEERS & DIRECTORS

1	<p>KPC Youth agrees with The Children Act statement that the welfare of young people is paramount. It has therefore set down in writing certain policies which apply to Management Committee, Staff, Volunteers and Visitors to our Centre. These policies will be enforced by refusing access to KPC Youth for an extended period to any person found breaking them. These policies are on:</p> <p style="text-align: center;"><b>SMOKING ALCOHOL DRUGS</b></p> <p>The Project Development Manager &amp; Senior Youth Worker of KPC are responsible for day-to-day policy implementation and adherence to this policy.</p>
2	<p><b>Smoking:</b></p> <p>The Directors of KPC Youth are aware of the potential damage to health of smoking and the aim of this policy is to protect all employees, members and visitors from being exposed to second-hand (passive) smoke and to assist compliance with the smoke free provisions of the Health Act 2006, and the related regulations for Wales which came into force in 2007. We therefore:</p> <ul style="list-style-type: none"> <li>• Have limited smoking areas to the garden area only and rear of project at the fire exit.</li> <li>• Smoking within other areas of the Centre is not permitted.</li> <li>• Appropriate no-smoking signs are displayed at or near the entrance to our premises.</li> <li>• Encourage Staff &amp; Volunteers to take part in health initiatives such as Stoptober, No Smoking Day</li> </ul> <p>The Project Manager &amp; Senior Youth Worker of KPC are responsible for day-to-day policy implementation and adherence to this policy.</p>



3	<p><b>Alcohol:</b></p> <p>Alcohol &amp; drugs aims to help protect employees by raising awareness of the problems of drug &amp; alcohol misuse and to encourage those with a problem to seek help.</p> <p>KPC aims' to ensure that employees, directors &amp; volunteers use of either drugs or alcohol does not impair the safe &amp; efficient running of the organization, or result in risks to the H &amp; S of themselves, other employees, of those attending the centre. Proceduers to be followed are:</p> <ul style="list-style-type: none"><li>• KPC Youth does NOT allow alcohol to be brought into the Centre, without the prior permission of the Project Development Manager.</li><li>• Directors, Staff or Volunteers who arrive for duty at the Centre under the influence of alcohol, will be asked to leave immediately by the most senior other person present, and may be subject to disciplinary action.</li><li>• Staff and volunteers will be encouraged to take part in training awareness courses on alcohol , and other health initiatives</li></ul>	
4	<p><b>Drugs:</b></p> <p>It is strictly forbidden to bring any non-prescription drugs onto the premises. Procedures to be followed are:</p> <ul style="list-style-type: none"><li>• If medication is prescribed, or has been obtained over the counter from a pharmacy, it should be kept in a sealed package or container in the Cabinet in the Staff Office whilst at the Centre. KPC Youth would accept that the risks involved are minimal.</li><li>• If you are taking medication which you are aware could have an adverse effect on you, then you must inform the Project Dvelopment Manager or Senior Youth Worker on arrival.</li><li>• Directors, Staff of Volunteers who arrive for duty at the Centre under the influence of drugs, will be asked to leave immediately by the most senior other person present, and may be subject to disciplinary action.</li><li>• Staff and volunteers will be encouraged to attend awareness training in substance misuse awareness</li></ul>	



5 **Helplines:**

Smokers Helpline Wales: 0800 169 0169 – *Provides advice & self-help materials*

All Wales Smoking Cessation Service: 0800 085 2219 – *Free local service providing cessation support and counseling*

The NHS also offers a range of free services to help smokers give up – visit: [www.gosmokefree.co.uk](http://www.gosmokefree.co.uk), or call NHS Helpline on 0800 169 0169

Drinkline – government funded free service: 0800 917 8282 – provides advice to the alcohol drinker or anybody concerned about the drinker

Talk to FRANK – government funded free-service – can provide advice to the drug user or anybody concerned about the drug user. 0800 77 66 00 [www.talktofrank.com](http://www.talktofrank.com)

Alcoholics Anonymous – largest self-help group for people who acknowledge they cannot handle alcohol and want a new way of life – Free – Helpline: 0845 769 7555

Narcotics Anonymous – largest self-help group for people who want to stop using drugs – Free – Helpline: 0845 373 3366 [www.ukna.org](http://www.ukna.org)

Adfam National – largest vol organization that works with and on behalf of families affected by drug & alcohol problems. Helpful for the family of the alcohol or drug user. Helpline: 020 7553 7640 [www.adfam.org.uk](http://www.adfam.org.uk)