



Alcohol and Drugs Policy

USE OF ALCOHOL

- Alcohol or drugs must not be consumed on the premises by any client or volunteer.
- Drinking whilst on shift is not allowed.
- Volunteers should not be under the influence of alcohol or drugs when coming onto their shift.

ACTION TO BE TAKEN IF POLICY IS BREACHED

If Guests are found drinking or with drink on them whilst using our service, they should be reminded of the guidelines and be given the choice to leave with the drink or to stay and a volunteer to get rid of it. **It is important to give Guests the choice before action is taken.** (This will count as a warning, see below)

Two warnings or a serious incident will result in a permanent ban from using New Beginnings Reading services. It is not our intention to exclude anyone. However, if guests cannot respect these rules, appropriate action will be taken.

Anyone found dealing drugs or using drugs will be asked to leave. This is classed as a serious incident. They will be excluded from New Beginnings Reading and the police will be informed.

We should not have to take this action with most – it is made clear at all points what our Community code (policy) is.

COMMUNICATION

1. The Community Code will be explained to all guests at referral point.
2. The Community Code is on the guest agreement that Guests sign on entering shelter. Please read guest agreement to Guest if literacy is an issue.
3. Volunteers should be informed of the policy at the Training overview discussion before each evening shelter begins.
4. Volunteers are asked to read policies and procedures.
5. If anyone is excluded from the service as a result of breaching the policy, all Coordinators will be informed.

Owner: Chairperson
Date of last review: October 2020
Date of next review: October 2021