

BATTLE SCARS CIO DRUG AND ALCOHOL POLICY AND PROCEDURE

Policy information	
Organisation	Battle Scars
Scope of policy	Applies to all services, activities, training and general running of the organisation.
Policy operational date (original)	06/02/18
Policy prepared by	Debbie Riley - trustee Jenny Groves – CEO
Date approved by Board	31/01/20
Reviewed	02/01/20
Amended	Yes
Policy review date	31/01/22 Every 2 years or sooner if required.
Distributing	This policy will be available on the Battle Scars website and staff shared drive. It will be a requirement for all trustees and staff to read the policy after appointment or after its review. A summary of all relevant policies will be included in the volunteer handbook with clear signposting to the full text. Volunteers will be kept up to date with any changes that might affect their role.
Introduction	
Scope of Policy	Battle Scars services are not aimed at dealing and supporting alcohol and drug misuse and their related problems however Battle Scars acknowledge that volunteers, service users, trustees and employees may experience alcohol and drug misuse and related issues. In principle this will not exclude them from accessing Battle Scars services but procedures outlined in this policy have been put in place to reduce and manage risk. Some people cannot function well without certain substances therefore it is unrealistic to rule out a service user attending a group if they are under the influence of any substance. The priority is always their wellbeing and the wellbeing of others. Decisions relating to attendance will be based on a dynamic risk assessment.
Definition	The United Nations Office definition of a drug is “A substance people to take to change the way they feel, think or behave” The terms “drug and alcohol” in this policy relates to; <ul style="list-style-type: none"> • all illegal drugs as identified in the Misuse of Drugs Act 1971; • legal drugs e.g. alcohol and tobacco; • incorrect use of over the counter or prescription medicines.
Policy specifics	

Procedure	<ul style="list-style-type: none"> • There is to be no use or bringing of any substance defined above (or drug related paraphernalia) on any premises where Battle Scars are meeting / holding an event by volunteers or staff. • Smoking tobacco may be permitted if designated smoking areas are identified at the venue. • Should a service user be seriously affected by the influence of drugs and alcohol which is affecting their and others ability to take part productively in support groups they will be discreetly and politely asked to leave (if there is a medical emergency or aggressive behaviour the appropriate emergency service will be contacted). • Volunteers, trustees and employees will not undertake any work on behalf of Battle Scars while under the influence of substances defined above.
Policy review	
Responsibility	It is the responsibility of the CEO to review this policy unless the task has been delegated to an appropriate volunteer or employee before the policy review date.
Procedure	All volunteers and employees can have input in this policy's review via their supervision.
Timing	The review must be completed within a month of the review date.