

# **SWAY- Drugs, Alcohol and Smoking Policy & Procedures.**

## **1. Purpose**

This policy establishes guidelines for staff in engaging and working effectively with users of its services within a safe environment where risk of harm to users, visitors and staff can be minimised.

SWAY recognises the need for an effective drugs policy and management procedure, which safeguards the rights of all users and guests to live, and staff to work, in a safe and harm free environment.

## **2. Persons Affected**

All staff and service users of SWAY

## **3. Policy**

- The policy of SWAY is to promote a drug-free environment for users and staff through a zero-tolerance of illegally-held drugs (including prescribed drugs that are illegally held) on all the premises we use.
- Should drugs be found on the premises, Staff will always act to minimise harm within the confines of the law and where appropriate, to safely and legally transfer the drugs to police possession.
- There will be a zero tolerance on the supply of any drugs and SWAY will take all reasonable steps available to stop supply taking place and will always act where it knows or suspects that supply is taking place.
- All staff should arrive for work free of illegal drugs and alcohol. Any use of alcohol by staff or volunteers while working with young people will not be tolerated.
- The charity seeks to safeguard the physical health of all its users and staff. We therefore ensure a qualified first-aider is available to all users and staff at all times and that first-aid kits are fully stocked.
- SWAY seeks to maintain a positive relationship with the police at all times to the benefit of all its users and staff. As a result, information may be passed between the police and us to safeguard the community and Organisation's interests. Should the police wish to search premises they should be invited to do so in all cases and staff are required to fully co-operate with the police.
- Whilst SWAY recognises that possession or use of some other drugs does not constitute an offence under the Misuse of Drugs Act, it recognises its duty of care to other members to provide a risk-free environment for all. The impact of behaviour influenced by these drugs on other members may constitute a risk to others and therefore the Organisation will not tolerate their use on its premises.

## **4. Procedure.**

For SWAY procedures on medication refer to our First Aid Policy & Medication Procedures.

1. Any drugs or concerns to be reported to the relevant lead worker
2. The relevant lead worker should verify and challenge this behaviour as well as referring the user to a relevant external agency for support, advice or information about drugs.
3. Smoking or vaping is not permitted whilst staff or volunteers are working with young people.
4. All smokers must take their smoke breaks outside. Smoking is not to be tolerated within the buildings where SWAY operates, and should not be carried out within sight of the service users. If tobacco products are to be on site they must be out of sight and reach of all other persons within SWAY.

## **Verification and Revision History**

The Chair of SWAY Board of Trustees will ensure that the policy is reviewed annually or as required by legislation. Any policy that is changed will be brought before the SWAY Board for acceptance. All projects, groups and activities operating under SWAY will then have the updated policy shared with their management groups to ensure they comply with current legislation and impact assessed against the equality categories.

## **SWAY Drugs, Alcohol and Smoking Policy & Procedures.**

<b>Date approved</b>	January 2025
<b>Date reviewed</b>	January 2025
<b>Signed</b>	
<b>Minuted</b>	January 2025
<b>Date of next review</b>	October 2026

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