

Alcohol and Controlled Drugs Policy

1. Use of Alcohol & Drugs

State of Guests & Volunteers upon arrival

- Guests deemed unmanageable due to being drunk or under the influence of controlled drugs are not to enter the premises.
- Volunteers are not to be under the influence of alcohol or controlled drugs when arriving for their shift.
- Alcohol or controlled drugs must not be carried onto the premises by any guest or volunteer.
- If handed in by a guest on arrival the Shift Leader at a Dartford Churches Winter Shelter venue can look after bottles or tins of alcoholic drinks for guests overnight. These will be clearly labelled with the guest's name by the Shift Leader.

Inside the shelter

- Alcohol or controlled drugs must not be consumed on the premises by any guest or volunteer.
- In RARE circumstances, discussed and agreed by staff and church managers, some guests may have to consume some alcohol so as not to have withdrawal fits or blackouts.

2. Possible Examples of Breaches of this Policy

- A guest may take a controlled drug in the toilet at a Dartford Churches Winter Shelter venue
- A guest may drink cans of cider or lager in bed at night
- A guest may smoke cigarettes at night in the building and actually in their bed

3. Action to be Taken if Policy is Breached

State of Guests & Volunteers upon arrival

- If upon arrival, a guest is under the influence of alcohol or a controlled drug and deemed unmanageable they cannot enter the shelter until stabilised.
- They should be asked to wait outside with a cup of tea or coffee to sober up. However, if they are extremely
- drunk or 'high' upon arrival they forfeit their bed to a guest on the waiting list and must be asked to leave but
- should be encouraged to see a Venue Manager or Project Administrator the next morning.
- If guests are found drinking on the premises they may be asked to leave, and such incidents need to be reported to the Project Administrator and documented in the Log Book.
- If guests are found taking controlled drugs on the premises they will be permanently barred from Dartford
- Churches Winter Shelter and asked to leave that night.
- Anyone found dealing drugs will be permanently barred from Dartford Churches Winter Shelter and asked to leave immediately.

Timings of the implementation of a ban

- A Venue Manager may decide to ban a guest from the shelter in the evening. Depending on how settled into the premises the guest in question is that night and what stage of the evening it is the Venue Manager may however, decide to ban the guest the following morning. This is up to the Venue Manager's discretion, who is advised to call the Project Administrator for advice if the Project Administrator is not present. It may be more disruptive and potentially irresponsible to remove the person from the church that night, depending on what kind of state they are in at that time and the weather conditions outside.

Suspicion of a guest using alcohol or controlled drugs at a Dartford Churches Winter Shelter

- Volunteers who suspect that someone is violating the alcohol and controlled drugs policy must make a note of this in the Log Book and inform the Venue Manager and Project Administrator ASAP. This way volunteers the following night can be made aware of the situation. Such observations will be taken into account when warnings or bans are being issued by staff.
- Volunteers should police their shelter. All those involved in Dartford Churches Winter Shelter are to be gracious, loving and compassionate seeking to build trust and friendship with each guest. However, at the same time it would be a disservice to our guests, fellow volunteers and church if we are negligent. Furthermore, negligence always leads to problems and shows a lack of organisation and real care for the guests.

4. Communication of Dartford Churches Winter Shelter Alcohol and Controlled Drugs Guidelines to Guests and Volunteers

- Guests will be clearly advised of the Alcohol & Controlled Drugs Policy by the Project Administrator before entering the shelter. This policy is contained within the wording of the Dartford Churches Winter Shelter Guest Agreement that all guests have to sign as a condition of accessing the shelter. Guests will be given a copy of this policy in their welcome pack.
- New volunteers should be informed of the Alcohol and controlled drugs policy at briefing meetings before the shelter opens that night. If anyone is excluded from Dartford Churches Winter Shelter as a result of breaching the policy all Venue Managers will be informed by e-mail or at briefings at your venue at the start of a shift. The Project Administrator will do this. In particular the church responsible for the following night must be informed with immediate effect.