



DRUGS, DANGEROUS SUBSTANCES & ALCOHOL POLICY

The use of drugs, alcohol and other dangerous substances is forbidden on all Ipswich Town Community Trust premises and facilities, and wherever Trust activities are taking place.

Information, appropriate warnings, advice and guidance should be offered to all staff, volunteers, clients and service users, including young people, with regard to the dangers of drug or alcohol abuse (including performance-enhancing drugs), dangerous substance abuse, alcohol abuse and addiction.

All staff and volunteers should be fully aware of, and where appropriate trained in, drug, other substance and alcohol abuse and are aware of the main medical symptoms and other evidence of such abuse. They should be able to provide advice on healthy lifestyles and appropriate information and warnings about the dangers of all forms of drug, substance and alcohol abuse. Where necessary, they will confidentially inform senior managers and/or the Child Protection Officer on all cases where concern about an individual or group of clients arises.

To ensure a safe environment for all clients who participate in Trust activities, use its facilities or visit its premises, the following Code will consistently and rigourously apply at all times:

- Ipswich Town Community Trust will not condone the possession or use of illegally held controlled drugs or the abuse of any other dangerous substance including alcohol and performance-enhancing drugs by any person.
- Where a member of staff suspects such possession or use is taking place, appropriate action will be taken involving senior management and the Police.
- This may result in the person or persons being required to leave the premises or activities, especially where the Charity considers such possession or use puts clients, staff, volunteers or visitors at risk.
- The Charity will not tolerate the illegal supply of controlled drugs and other dangerous substances including alcohol and performance-enhancing drugs, and will take disciplinary and legal action in all cases.

- If a member of staff is suspected, or proven, to be illegally supplying drugs, other dangerous substances or alcohol, then senior managers suspend the member of staff and escort him/her from all premises and activities. Disciplinary proceedings will follow and the Police will be informed.