



Empowering Young People

Substance Misuse Policy

November 2020

1.0 POLICY STATEMENT

Any mainstream service user who has consumed or is reasonably suspected to have consumed or is believed to be in possession of any substance will be subject, at HYP staff discretion, to any or all of the following:

- Refused access to the site including start of any planned activity or programme
- Removal from the activity and the site
- The name of the service user being given to any authority (see data protection policy)
- Customer not able to return to HYP for further events
- In some occasions HYP staff may feel necessary and appropriate to contact the police

1.1 Policy Aim

To state HYP's position with regard to service users suspected to be under the influence of substances, including alcohol, whilst on site, or service users who are suspected to have brought substances onto site.

Any Core service user who has consumed or is reasonably suspected to have consumed or is believed to be in possession of any substance will be subject, at HYP staff discretion, to any or all of the following:

- Refused access to the site including start of any planned activity or programme
- Removal from the activity
- Asked to hand over the substance to a member of staff
- Asked to provide personal belongings to be searched
- BF staff to deliver Information, Advice and Guidance including signposting opportunities
- BF staff contacting the referring organisation
- The name of the client being given to any authority (see data protection policy)

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- Being removed from the site
- Ongoing incidents may lead to exclusion from BF provision
- In some occasions HYP staff may feel necessary and appropriate to contact the police

1.3 Employees Misuse of Substances

HYP do not tolerate misuse of substances in the workplace. If an employee has suspicion that another employee is under the influence of substances they must report this to the line manager (please read in conjunction with Whistle Blowing Policy).

If a Manager has reasonable concerns that an employee's job performance, conduct or attendance has been compromised by the misuse of alcohol, drugs or other psychoactive substances, they must take responsibility to stop the employee working immediately. This includes scenarios where a employees attends work and their manager has reasonable grounds to believe that they are unfit and or unsafe to fulfil their job role because of alcohol or drugs misuse including adverse effects. A manager must prevent the employee from working and this must be done with due care and attention with the individual. The manager must inform the Chairperson or trustee immediately.

The employee must be accompanied to Occupational Health immediately so that the employee may meet with an Occupational Health professional to discuss the issue, receive medical intervention and for appropriate advice to be given to the manager as to whether substance misuse may have occurred. A manager must consider alerting the Police if there is an immediate risk to the individual i.e. driving home, so that appropriate measures can be taken if required. The manager can then, if required after receiving advice from the Management Committee and solicitors if necessary suspend the individual in line with HYP's Conduct Management Policy. Suspension must be confirmed in writing and the process of investigation should commence in line with the Conduct Management Policy.

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