

Alcohol & Drugs Policy

adapted from Housing Justice Shelter in a Pack

USE OF ALCOHOL

- Alcohol or drugs must not be consumed on the premises by any client or volunteer.
- Drinking whilst on shift is not allowed.
- Volunteers should not be under the influence of alcohol or drugs when coming onto their shift.

ACTION TO BE TAKEN IF POLICY IS BREACHED

- If Guests are found drinking or with drink on them whilst using the service they should be reminded of the guidelines and be given the choice to leave with the drink or to stay and a volunteer to get rid of it. **It is important to give Guests the choice before action is taken.** (This will count as a warning see below)
- Two warnings or a serious incident will result in a permanent ban from the shelter. It is not our intention to exclude anyone. However, if guests cannot respect these conditions we will have to take appropriate action.
- Anyone found dealing drugs or using drugs will be asked to leave, this is classed as a serious incident; they will be excluded from the shelter.

We should not have to take this action with most guests or volunteers. It is made clear at all points what our Shelter policy is.

Communication

- The Shelter policy on alcohol and drugs will be made clear to all guests at referral point.
 - The policy is on the guest agreement that Guests sign on entering the shelter. Please read the guest agreement to the Guest if their level of literacy or English not being their first language may be a problem.
 - Volunteers should be informed of the policy at Training and in discussion before each evening shelter begins. Volunteers are asked to read policies and procedures.
 - If anyone is excluded from the service as a result of breaching the policy all Lead Volunteers and NSSG members will be informed.
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