

Drugs, Alcohol and Smoking Policy

FACE – Family and Community Enterprise | Registered charity 1179629 | Working as FAM

Head office: Central Buildings, Richmond Terrace, Blackburn, BB1 7AP | Applies at head office and all FAM outreach sites

REFERENCE	VERSION	OWNER	REVIEW
FAM-OP-28	1.0 (September 2026)	Health and Safety Lead	Annually

Status: approved by the Board of Trustees on 10 September 2026.

Our commitment

FAM activities are free from alcohol, drugs, smoking and vaping. Staff and volunteers must be fit to work and set a positive example, and must never supply these substances to young people. When a young person is affected by substances, we put their safety first, respond without judgement, and treat any wider concerns as safeguarding matters.

1 Purpose and scope

- 1.1** This policy sets out the rules on drugs, alcohol, smoking and vaping for FACE – Family and Community Enterprise (registered charity 1179629), working as FAM, and explains how staff and volunteers should respond when a young person is affected by substances. It applies to trustees, staff, volunteers, contractors and visitors, and to all FAM activities, including sessions at our sites and hired venues, detached and outreach work, sport, trips, residentials, holiday clubs, transport and online contact.
- 1.2** FAM works with young people aged 11 to 25, and sometimes younger children at holiday clubs. We want to keep them safe, set a good example, and support young people who are affected by substance use, without judging them.

2 The law

- The **Misuse of Drugs Act 1971** makes it an offence to possess, supply or produce controlled drugs. It is also an offence for anyone in charge of premises to knowingly allow certain drug-related activities to take place there.
- The **Psychoactive Substances Act 2016** makes it an offence to produce, supply or import psychoactive substances (sometimes called legal highs), even where possession is not an offence.

- It is illegal to sell alcohol, tobacco or nicotine vapes to anyone under 18, or to buy them for someone under 18.
- The **Health Act 2006** and related regulations ban smoking in enclosed and substantially enclosed workplaces and public places. The **Smoke-free (Private Vehicles) Regulations 2015**, made under the Children and Families Act 2014, ban smoking in private vehicles when someone under 18 is present.
- The **Health and Safety at Work etc. Act 1974** requires the charity to protect the health and safety of staff, volunteers and others, and requires staff and volunteers to take care of themselves and others.

3 Rules for staff and volunteers

Alcohol and drugs

- Staff and volunteers must not be under the influence of alcohol or drugs while working, volunteering, driving for the charity or responsible for young people. This includes the effects of alcohol or drugs taken the night before.
- Illegal drugs and psychoactive substances must never be used, held, supplied or brought to any FAM activity or premises.
- Alcohol must not be drunk during any activity with young people, including residential and trips, at any time when staff or volunteers are on duty or on call.
- Staff and volunteers must never provide, buy or allow access to alcohol, tobacco, vapes or drugs for young people.
- Alcohol may be served at an adult-only charity event (such as a fundraising dinner) only with the agreement of the Operations Lead, where no young participants are present and any licensing requirements are met.

Prescribed and over-the-counter medicines

- Anyone taking medicine that could affect their ability to work safely, drive or supervise young people must tell their line manager or the volunteer coordinator. This is treated confidentially.
- The manager, with the person, decides whether any temporary changes to duties are needed.
- Staff and volunteers' own medicines must be stored securely out of reach of young people.

Smoking and vaping

- Smoking and vaping are not allowed inside any FAM premises or vehicles, or in any vehicle used to transport young people.
- Staff and volunteers must not smoke or vape in front of young people, or during sessions, including detached and outreach work, sport and trips.
- Where staff or volunteers smoke or vape during breaks, they do so away from young people, out of sight, and away from entrances.
- Staff and volunteers must never share, give or buy cigarettes, tobacco, vapes or refills for young people.

4 Rules for young people at activities

- Young people must not bring, use, share or sell alcohol, illegal drugs, psychoactive substances, tobacco or vapes at FAM activities.
- Young people aged 18 to 25 must not arrive at or take part in activities under the influence of alcohol or drugs, and may not smoke or vape during sessions.
- These rules are explained in a friendly way at the start of programmes and trips, and included in group agreements.
- Where a young person breaks the rules, staff respond calmly and in proportion, focusing on safety and support. Repeated or serious breaches may lead to a young person being asked to take a break from an activity, with a plan to support them to return.

5 Responding to a young person under the influence

5.1 If a young person appears to be under the influence of alcohol or drugs, **their safety comes first**.

- (a) Stay calm and do not leave them alone. Move them to a quiet, safe place with at least one other adult nearby, and keep other young people away.
- (b) If they are unconscious, having difficulty breathing, fitting, very confused, very drowsy, or you are worried in any way, **call 999 immediately**. Put an unconscious person who is breathing in the recovery position. Tell the emergency services what you think has been taken if you know.
- (c) Do not give them anything to eat or drink other than water, do not make them sick, and do not let them sleep it off unsupervised.
- (d) Do not let them go home alone, drive, or take part in the activity.
- (e) For anyone under 18, contact their parent or carer to collect them, unless doing so would put the young person at risk. If you are unsure, speak to the Designated Safeguarding Lead (DSL) first.
- (f) For young adults aged 18 and over, make sure they can get home safely, respecting their choices, and consider whether there are concerns about them as an adult at risk.
- (g) Tell the session lead and the DSL as soon as possible.
- (h) Record what happened, what you saw, what was said and what you did, on the incident form and, where there is a safeguarding concern, on the safeguarding concern form, on the same day.
- (i) Where a first aid response or medical treatment was needed, follow the Health and Safety Policy, including any reporting requirements.

6 Finding substances

- If you find a substance you think is an illegal drug or psychoactive substance, do not taste or smell it. Wearing gloves if available, place it in a sealed envelope or bag with a witness present.
- Record the date, time, place, who was present, and a description. Both people sign the record.

- Hand it to the Operations Lead or DSL, who will arrange for the police to collect it. Do not dispose of it yourself or keep it longer than necessary.
- Staff and volunteers must not search young people or their belongings. If there is a serious concern that a young person is carrying drugs or a weapon, contact the DSL and, where there is immediate risk, the police.
- Alcohol, tobacco or vapes found on a young person under 18 are held safely and returned to their parent or carer, or disposed of, in line with the DSL's advice.
- Used needles or other sharp items are not touched without proper protection and are disposed of in a sharps container, in line with the Health and Safety Policy.

7 Links to safeguarding

7.1 Substance use by a young person can be a sign of wider harm. Staff and volunteers must pass concerns to the DSL under the Safeguarding Children and Young People Policy, or the Safeguarding Adults at Risk Policy, where they notice, for example:

- a young person with unexplained money, phones, clothes or new older friends
- signs of criminal or sexual exploitation, including county lines, where young people are used to carry or sell drugs
- a young person who is regularly intoxicated, or using substances to cope with trauma or mental health difficulties
- concerns about substance use by a parent or carer that affects a child's care
- disclosures of being given alcohol or drugs by adults

7.2 Young people who are new to the UK may be at particular risk of exploitation and may not know UK law. Children and young people who are exploited should be treated as victims, not offenders. The DSL decides whether to make a referral to the local authority where the child lives or where the concern arose, or to contact the police.

8 Supporting young people

- Staff and volunteers can give young people accurate, non-judgemental information about the risks of alcohol, drugs, smoking and vaping.
- Young people who want help are signposted to local young people's substance use services and health services, in line with the Referral, Signposting and Immigration Advice Boundaries Policy. Current contact details are kept on the Safeguarding Contacts Sheet at each site and on the shared drive.
- Staff and volunteers must be clear that they cannot promise complete confidentiality where there is a risk of harm.

9 Supporting staff and volunteers

9.1 FAM wants people who have problems with alcohol or drugs to feel able to ask for help. A staff member or volunteer who seeks help will be treated in confidence and supported, which may include time off to attend treatment or temporary changes to duties. However, being under the influence at work, or possession or supply of illegal drugs, is a serious matter and may lead to action under the Grievance and

Disciplinary Procedure or the Volunteer Policy. Any allegation that a staff member or volunteer has supplied substances to a young person is managed as an allegation against an adult under the safeguarding policies, including referral to the LADO where required.

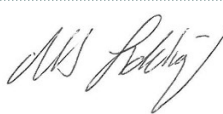
10 How this policy supports our focus

- This policy covers young people aged 11 to 25, with a clear line between under-18s, where no alcohol, smoking or vaping is allowed at any FAM activity, and young adults.
- Where substance use is a concern, we signpost young people to specialist youth services, and parents and carers to organisations that work with adults.

11 Related policies

- 01 Safeguarding Children and Young People Policy
- 02 Safeguarding Adults at Risk Policy
- 04 Code of Conduct and Professional Boundaries (Staff and Volunteers)
- 06 Health and Safety Policy
- 07 Activities, Trips and Transport Policy
- 08 Lone Working and Detached Youth Work Policy
- 10 Referral, Signposting and Immigration Advice Boundaries Policy
- 09 Serious Incident Reporting Policy
- 18 Volunteer Policy
- 19 Grievance and Disciplinary Procedure

Approval record

Approved by the Board of Trustees on	10 th Sep 2026
Signed (Chair of Trustees)	
Next review due	31st July 2027
Version history	1.0, September 2026. New policy; replaces any earlier FAM or FACE version.