



ALCOHOL AND DRUG POLICY & PROCEDURE

PURPOSE

The aim of this policy is to:

- Minimise the risk of an alcohol or drug related incident occurring at a Heads Together event.
- Ensure members of staff and volunteers are adequately trained to respond appropriately and competently.

POLICY

- Illegal drugs are not permitted at any Heads Together event. Participant will be asked to leave.
- Alcohol is NOT permitted for persons under 18 - even with the permission of their parents.
- Parents are welcome to bring their own alcohol for responsible consumption on Saturday night.
- Alcohol is NOT to be left unattended or within reach or access of anyone under the age of 18. (alcohol must be kept securely in rooms or locked in cars)
- Volunteers are NOT to bring alcohol to a Heads Together event
- Volunteers are NOT to consume alcohol during the Saturday afternoon small groups activities on camp
- Volunteers are permitted to responsibly share a drink with families if offered. At no time must a volunteers capacity to support families be compromised by alcohol.

PROCEDURE

- If an individual is observed as being intoxicated, drunk, disorderly, violent or quarrelsome, notify program coordinator &/or senior volunteer immediately
- Individual to be gently escorted from main area, preferably with assistance from sober friend/family member
- If individual is reasonable and responsive they be requested surrender their alcohol and to leave the premises or if at camping program return to their room with assistance of sober friend/family member otherwise if safe to do so via a taxi
- If individual is uncooperative they be asked to leave the premise immediately with assistance of sober friend/family member otherwise if safe to do so via a taxi
- If individual continues to be uncooperative contact police on 000
- Complete an incident report form
- If an individual is observed as being under the incident of drugs notify program coordinator &/or senior volunteer immediately
- Individual to be gently escorted from main area, preferably with assistance from sober friend/family member
- Individual be asked to leave the premise immediately with assistance of sober friend/family member
- If individual continues to be uncooperative contact police on 000
- Complete an incident report form