

# GHM Misuse of Substances Policy





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## 1. Introduction

GreenHouse Mentoring is a project of Stopsley Baptist Church, a company limited by guarantee, Registered in England and Wales, Company Number - 7605036, Registered Charity Number - 1150563, Registered Office - Stopsley Baptist Church, St Thomas' Road, Luton, LU2 7XP

GreenHouse Mentoring (GHM) has been operating since 2002.

This document describes the Misuse of Substances Policy.

## 2. Applicability

This policy applies to all GHM Staff and Volunteers.

## 3. Definitions

Within this document, the following definitions are understood:

<b>Volunteers</b>	any person currently volunteering with GHM with a signed Volunteer Agreement;
<b>Staff</b>	any member of the GHM Team with a formal written and signed contract;
<b>Buddy</b>	any person who agrees to assist a volunteer by ensuring that mentoring sessions are completed on time and safely
<b>External Persons</b>	any other person or organisation that has had or is having contact with GHM and does not fall into the above three categories.

## 4. Policy Authority

This document is approved by the GreenHouse Mentoring Manager.

Written By	Version/ Date	Comments
Sue Pirks	11/06/2012	Initial Issue
Ian Pirks	23/12/2013	Updated to new format and revised

## 5. Principles of Policy

The following principles will apply within GHM:

In all cases, GreenHouse Mentoring staff and volunteers will work within the GHM Vision, Mission & Values statement.

### **MISUSE OF SUBSTANCES**

GreenHouse Mentoring (GHM) is concerned about the safety and the security of its volunteers, staff and service users concerning issues relating to the misuse of substances. Under the Misuse of Drugs Act 1971 and related amendment Orders 2010, the use or supply of substances, including alcohol, on GHM premises will be treated with the utmost seriousness. GHM will take every adequate precaution to ensure that its volunteers, staff and young people are protected from anyone using any substances. Due to this the following set of guidelines have been put in place:

- ◆ Anyone found to be under the influence of drugs or in possession of any illegal substances will be asked to leave the premises immediately, and where necessary appropriate disciplinary action will apply;
- ◆ Any young person(s) in possession of illegal substances, or found to be under the influence of drugs will be returned back to their parent/ carer and they will not be permitted to return to The GreenHouse until appropriate action has taken place;
- ◆ Any volunteer/ mentor/ staff member who perceives his/ her mentee to be under the influence of drugs should discontinue such meeting and contact a member of staff at GHM immediately;
- ◆ In accordance with GHM procedures, GHM could potentially discontinue any contact or relationship with anyone who has been found to be misusing any substance or drug;
- ◆ In order to prevent and discourage the misuse of substances or drugs at The GreenHouse, or during GHM activities, anyone found to be disobeying the rules may be reported to the police and/or social services;
- ◆ Young people should never be in possession of alcohol, matches, lighters, sniffables products or any illegal drugs or solvents. If this comes to the attention of GHM, then GHM will take appropriate action. If anyone is unsure about what is appropriate they should contact a GHM member of staff who will be happy to provide advice and guidance.
- ◆ Volunteers/ mentors/ staff members should not supply, offer, or give any young person(s) any substances as set out above.



**6. Monitoring, Evaluation & Reporting**

This policy is monitored by the GHM Manager who will keep a record of any reporting under this policy.

**7. Policy Review**

Next policy review due before: December 2016

Policy last reviewed on: 23/12/2013

**Approved by:**

Sue Pirks .....

(GreenHouse Mentoring Manager)

Date .....