

August 2018



Drugs and Alcohol Policy Documents



Fun, Learning
and Achievement



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Achievement**

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YFC Event Drugs Policy – Operational Plan

When developing your policy you should involve the security team, venue and police. The police all have different thresholds and approaches. For example, some police forces will only get involved if there is a substantial amount of drugs and money found on someone, where as others have no lower threshold and some will provide a drug box that SIA security staff will deposit any found drugs into. The police in your area may also take a different approach depending on who they are working with for example different procedures for night clubs to other venues so it is worth clarifying this with them beforehand. By building a good relationship with them prior to an event so that they are aware and reassured of the systems you are putting in place will help if an incident was to take place. Attend events The SIA may also deal with handling drugs differently in each area too.

1. The purpose of this policy is to highlight the methods to be put into place to protect people from harming themselves through the misuse of drugs, and to assist the Local Police in the apprehension of any individual in violation of the law.
2. This policy acknowledges that controlled substances may be present on site and states the steps taken to reduce risks and protect staff and festival-goers from harm.
3. This policy is written in line with UK statute: Misuse of Drugs Act 1971, the Drugs Act 2005.
4. Applicable people include all staff, ticket holders, guests, artists and contractors that are involved with the convention. **There are no exclusions to this policy.**
5. The **XXX Federation of Young Farmers' Clubs** has a **zero tolerance** policy towards the use of illegal drugs, and the misuse of prescribed drugs. The **XXX** (venue) has a zero tolerance approach to the use of drugs on its premises.
6. This includes, but is not limited to:
 - 6.1. Possession of a controlled drug.
 - 6.2. Possession with intent to supply another person.
 - 6.3. Production, cultivation or manufacture of controlled drugs.
 - 6.4. Supplying another person with a controlled drug.
 - 6.5. Offering to supply another person with a controlled drug.
 - 6.6. Import or export of controlled drugs.
 - 6.7. Allowing premises to be used for the consumption of certain controlled drugs
 - 6.8. Possession of any 'legal high', 'research chemicals', 'novel psychoactive substances', 'NPS', 'designer drugs' or 'herbal highs'.
7. **ACTIONS**
 - 7.1. All volunteers and contractors should be vigilant and look out for signs of drug use or drug dealing.

- 1.1. Preventative measures such as amnesty boxes and police drug dogs can be employed to prevent drugs entering an event.
- 1.2. If any Drugs are found on an individual the person should be held by SIA security personnel and the Head of Security and the venue Duty Manager should be informed to attend the incident immediately.
- 1.3. Should any illegal substances be found, items will be seized by SIA personnel immediately. Quantities are irrelevant. ***The substances to be placed in the Drugs Safe at the Venue.***
- 1.4. The venue Duty Manager will make the judgment whether to eject or detain for the police; this will be evaluated by the amount of illegal substance that is seized.
- 1.1. If needed, the individual and the substance to be handed directly to XXX Police, and the incident will be then managed by the responding Police personnel.
- 1.2. All cases involving the Drugs will be reported back to the YFC Event Management, including as much information as is known.
- 1.3. If any drugs are found on the premises, SIA personnel should be alerted immediately and the security contractors will manage and deal with this in accordance with the policies in place at the venue.; this will always include reporting the incident to the Head of Security and Duty Manager.
- 1.4. All drug related incidents will be logged by the Head of Security and Duty Manager; where possible CCTV stills should be taken of the individuals questioned.
- 1.5. XXX Federation of Young Farmers' Clubs, their employees, their contracted security and the venue will work with XXX Police on identifying and enabling the chastisement of potential drug misuse.
- 1.6. It is at the discretion of the XXX Federation of Young Farmers' Clubs. Police and Security Personnel if this person will then be allowed to re-enter the site. This will be managed based intelligence from the Police, Duty Manager and the Head of Security.

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FYFC Event Alcohol Policy

NFYFC has a commitment to ensure the health and safety and wellbeing of all YFC members; recognising the risks that may be caused by the misuse of alcohol. NFYFC does not condone the misuse of alcohol and this policy has been developed to :

- *prevent drunkenness leading to crime, disorder and abuse of staff, volunteers, YFC members and members of the public.*
- *prevent self-harm as a result of excessive consumption (e.g slips, trips, exposure to sun and cold, irrational behaviour etc).*
- *prevent underage drinking.*
- *provide staff with information of the law when working with young people who are using alcohol.*
- *balance disciplinary action with appropriate support for members who misuse it.*

To enable the adoption of this policy staff, management committees and all those in a position of responsibility should be aware and receive alcohol awareness training. YFC members must also be aware of the policy and receive alcohol information/support, if needed. Local alcohol services should be advertised to them.

It is essential to adopt an alcohol policy that is aiming to reduce the potential harms of alcohol misuse. Developing partnerships with the police, venue, security team and local education team can benefit the organisers and members in terms of helping to develop the alcohol policy, involvement in local strategies, joint work/training and local agreements.

ALCOHOL AND UNDER 18 YEAR OLD YFC MEMBERS

Licensing Law 2003

The 'protection of children from harm' is one of the four licensing objectives of the Licensing Act 2003. Under this act it is illegal for children under 18 years old to:

- *Be sold alcohol anywhere*
- *Be given alcohol*
- *Drink alcohol in a licensed premises, (unless they are 16 or 17 year olds having a meal with an adult in which case they can drink beer, wine or cider)*
- *Try to buy alcohol (unless the child has been asked to test-purchase alcohol from a relevant premises by a police officer or a trading standards officer).*

Under 16 year olds

- *It is an offence to allow children under 16 on premises that are used exclusively or primarily for the supply of alcohol, or premises open for such supply, if they are not accompanied by an adult. This applies to premises with a premises licence, a club premises certificate or a permitted temporary event notice.*

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- *It is an offence for any person to allow an unaccompanied child under 16 to be on relevant premises between the hours of midnight and 5am when the premises are open for the supply of alcohol for consumption there.*
- *It is not an offence if the unaccompanied child is on premises solely for the purpose of passing to or from some other place where there is no other convenient means of access.*

Consequences

- *The maximum fine for selling or supplying alcohol to children is £5,000.*
- *Personal licences can be suspended or forfeited at first offence.*

Persistently Selling alcohol to children

- *An offence of ‘persistently selling alcohol to children’ can be committed if, on two or more different occasions within three months, alcohol is sold on the same premises to a person aged under 18. The penalty for this offence on summary conviction will be a fine of up to £10,000 and, where the offender is a premises licence holder, the premises licence to sell alcohol could be suspended for up to three months.*

YFC EVENTS WHERE ALCOHOL IS AVAILABLE AND U18 YEAR OLDS ARE ATTENDING

Well-organised events will be enjoyed and remembered by many. Badly organised, they will be remembered by many but for all the wrong reasons! Adequate planning and organisation can go a long way to ensuring the success of your event.

To start with:

1. <i>Agree the age range of the event</i>	<i>Is the event for YFC members aged 18+ or will it include under 18 year olds?</i>
2. <i>Agree the venue layout</i>	<i>Prior to an event it may be possible to have the bar in a separate room or fenced off. In this case members should be checked before they enter the permitted area by a member of staff and members may not take alcoholic drinks out of that area.</i>
3. <i>Issue wristbands</i>	<i>When entering the event all over 18 year old attendees should be given a coloured wristband. Door staff should be briefed, as will the bar staff, to ensure that this is adhered to and understood. This will help bar staff identify who they can and cannot serve. <i>It should be remembered that it is illegal not just to sell alcohol to young people under the age of 18, but also to allow their consumption of alcohol, except in certain circumstances (as detailed above).</i></i>
4. <i>Use consent forms naming a responsible person should be provided to all U18 events</i>	<i>Identify a responsible person from each YFC Club to take responsibility for their Club members under the age of 18 at the event, and in particular to ensure that no alcoholic drinks are consumed. In pursuing</i>

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	<i>this option, it is recommended that the form in Appendix 1 is completed to ensure that, as an organisation, we are doing everything within our powers to ensure the welfare of YFC members and uphold the law in respect of alcohol consumption.</i>
5. <i>Provide information</i>	<i>Posters should be put up in the area re: under-age drinking and zero drugs tolerance. A copy of the policy should be displayed at the entrance to the event.</i>
6. <i>Provide water</i>	<i>Encourage members to drink water by providing free tap water or buying bottled water.</i>

Consent

*Whether it is a club, county, area or national event, each child or young person under the age of 18 must have the **written consent** of his or her parent or guardian; this gives authority to the person named as responsible for the activity to take the young person away and to act “as a careful parent would”. It does not transfer “parental responsibility”. Parents should be provided with clear details of consequences and sequence of events if children misbehave.*

At Club Level – when a young person (those under the age of 18) attends an activity connected with YFC it is the responsibility of the organisers of the event to ensure that procedures are in place to protect that young person.

This can include health and safety risk assessments as well as ensuring that the necessary steps have been carried out to minimise the risk of underage drinking. If the trip is organised by the club chairman or relevant post holder (e.g sport captain) then it is their responsibility to ensure the wellbeing of under 18 year olds until the young person is signed back over to the responsibility of the parent.

At County Level – Again the organisers have the responsibility to ensure that all precautionary measures have been taken and they are responsible for their members.

At a National Level – the event organiser will decide who will take on the responsibility to supervise U18 year olds which will vary from event to event.

A Responsible Approach to selling alcohol

We understand we have a responsibility to consider issues under our control such as a pricing, promotions and advertising at our events. As such we comply with the revised section 182 of the Licensing Act 2003 which includes that:

- a) *We will abide by the conditions of the licence and operating schedule regarding opening times methods.*
- b) *There will be an appropriate number of SIA registered security personnel hired for the event who will monitor behaviour and assist in the peaceful operation of the event.*
- c) *Drinking glasses and glass bottles will not be allowed on site.*
- d) *A robust and secure cash management system will be in place involving secure cash registers placed at the rear of the bar and frequent banking with security escorts.*

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- e) *Staff/volunteers will not be allowed to arrange or participate in any irresponsible promotions in relation to the premises.*
- f) *YFC will not run 'irresponsible promotions' which is an activity which encourages the sale and consumption of alcohol in a manner which carries a 'significant risk of contributing to crime and disorder, prejudice to public safety, public nuisance or harm to children' (the licensing objectives). Irresponsible promotions would include:*
- Games or other activities which encourage individuals to drink alcohol within a time limit or drink as much as possible.*
 - The provision of unlimited or unspecified quantities of alcohol for free or for a fixed or discounted fee (other than any promotion in relation to alcohol consumption at a table meal)*
 - The provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less*
 - The provision of free or discounted alcohol in relation to the viewing on the premises of a sporting event where that provision is dependent on the outcome of an event or the likelihood of anything occurring or not occurring. It also applies to events which are unpredictable, such as offering free double shots for every foul committed in a football match, or heavily reduced drinks for five minutes after a try is scored in a rugby match.*
 - Selling alcohol in association with promotional posters or flyers which could reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to drunkenness in any favourable manner.*
 - Dispensing alcohol directly into the mouth. For example, this may include drinking games such as the 'dentist's chair' where a drink is poured continuously into the mouth of another individual.*
- g) *If anyone is discovered buying alcohol for someone who is underage they may be ejected from the site, or reported to the police.*
- h) *Bar staff are required by law to refuse to serve anyone they suspect of being intoxicated.*
- i) *Free tap water/bottled should be available on request*
- j) *A "cooling off" room or area should be provided, where members can sober up, be given water to drink etc;*
- k) *It is usual for the licensed venue or TENS to have age verification policy such as Challenge 25. The bar staff will ask for proof of age, if they cannot provide suitable proof then they will not be served. Proof includes passport, photo driving licence and accredited ID card schemes. A log will be kept of challenges made and outcomes and will be made available to responsible authorities upon request.*
- l) *As part of the government 2012 reforms to encourage greater community involvement in local alcohol licensing decisions, licensing authorities are required to publish locally key information about new licensing applications, including details of the address of the relevant premises and guidance on how to make representations to the licensing authority.*



Drinks Service Policy:

Below is a suggestion of additional guidelines that County Federations should consider in line with the venue's policy:

- a) *We will not sell spirits in quantities greater than a double normal serve measure (max. 50ml) in one glass.*
- b) *We will not mix spirits in the same glass other than as part of recognised cocktails.*
- c) *We will not serve spirits into draught alcohol products e.g. pour a measure of whiskey into a pint of lager.*
- d) *We will not stock any product over 50% ABV.*
- e) *Staff/volunteers working behind the bar will be specifically reminded of their legal obligation not to serve those who appear to be excessively under the influence of alcohol.*
- f) *We will refuse service of alcoholic products to those who have already drunk too much.*
- g) *We will always have free water available at the bar.*
- h) *We will serve hot food alongside alcohol trade whenever reasonably possible.*
- i) *We will always practice the Think 25 policy or similar at our events in-line with the licensing requirements.*

SIA AND VOLUNTEER STEWARDS AT YFC EVENTS

SIA (Security Industry Authority)

For large events where alcohol is on sale, SIA trained security staff should be hired. SIA staff are professionally trained to deal with situations that might arise and have clear procedures to follow. This will alleviate the pressure on those organising the event. YFC club organisers should ask County Office in the first instance for advice and can also search for SIA approved contractors on the SIA website. <https://www.sia.homeoffice.gov.uk>

Stewards

In addition, the success of YFC is due to many volunteers continuing to support the organisation and members' activities by stewarding at various events. It is important to recognise that stewards acting in this capacity provide a valuable role model for influential young people and as such their behaviour on these occasions will have an impact on the behaviour of younger YFC members.

No steward should be "on duty" under the influence of alcohol and should not attempt to encourage members under the age of 18 to purchase or consume alcohol, except where it is legally acceptable to do so. Any Steward found behaving in this way should be removed from duty immediately and their deployment at future events considered, by the appropriate Management Committee, in the light of the reasons for such behaviour occurring. For further guidance, please refer to 108-03-A Guidelines for Chief Stewards.

It is also highly recommended that qualified first aiders, such as St John's Ambulance, are brought in to help with large events.



MANAGING EXCESSIVE BEHAVIOUR AT YFC EVENT

It is possible that a participant at a YFC event may be under the influence of alcohol which may result in disruptive behaviour or make them a vulnerable person. In such instances it may be most appropriate to remove the individual from the event itself in the interests of their own and others' safety.

Aggressive or threatening drunken behavior will not be tolerated. A person may be temporarily detained by security, ejected from the site or reported to the police.

Organisers procedure for dealing with drunkenness or a vulnerable person

Should you find any members or guests to be in a vulnerable state (e.g. Drunk person on their own, intoxicated or confused person) then, with another steward:

Speak to the individual with 2 clear aims:

- 1. Establish if they are injured – if yes refer to the First Aid procedure*
- 2. Establish if they are in a vulnerable state – if yes see below*

Step 1: Individual is intoxicated/vulnerable:

- 1. Contact venue security or ask for another member of the organiser's team to assist*
- 2. Make them comfortable, be calm, try not to distress the person*
- 3. Attempt to find their friends (if yes go to step 2)*
- 4. Offer them a glass of water, if necessary escort to toilets or outside for fresh air*
- 5. Stay with the person but don't crowd them*

Our objective is to ensure the safe return home of the person, with minimum discomfort and distress to the individual. If it is possible to care for the individual until they are capable of making their own way home, then obviously this would be the action to take.

Step 2: Individual's friends are in venue:

- 1. Friends/senior members of his/her YFC Club should assist the Steward on duty in monitoring the person concerned to ensure that they do not cause injury to themselves or to others whilst under the influence of alcohol.*
- 2. If friends are drunk and incapable or unwilling to look after their friend - go to step 3.*
- 3. With the friends decide the best action:- either ask them to take their friend home; arrange for the YFC member to be escorted home e.g taxi; or call the parents if appropriate to see if they will collect.*

Step 3: Individual's friends are unreachable:

- 1. Event organiser and SIA staff to decide whether it's necessary to call an ambulance*
- 2. Alternative solutions could include:*
 - (i) Contact parents/ICE contact if appropriate so see if they will collect*
 - (ii) Establish address and arrange safe method home*
 - (iii) Contact the Police.*

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Calling the Police must be the last resort as this will lead to the individual being cared for but most likely also charged with being drunk and incapable.

Accurate and factual recording of all information on an incident report is very important and must be completed for future reference. (See appendix X)

INCIDENT FOLLOW UP

In the case where an incident has occurred this must be followed up using the appropriate policy for example the Standards of Behaviour policy.

FURTHER INFORMATION AND SOURCES OF HELP

Further information can be obtained through the following:

Release https://www.release.org.uk/	Alcohol Concern Tel: 020 7928 7377 www.alcoholconcern.org.uk
Alcoholics Anonymous Tel: 0845 769 7555 http://www.alcoholics-anonymous.org.uk/	Talk to Frank Tel: 0800 77 66 00 www.talktofrank.com

This alcohol policy has been updated with the advice and recommendation from Release and Shropshire TENS licensing team.



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National Federation of Young Farmers' Clubs Event Incident Report

Date of Incident (day & date): _____ Time of Incident: _____

Event: _____ (for example, Saturday Afternoon Entertainment)

Member's name: _____

County Federation: _____ Club: _____

Details of incident: _____

Action taken: _____

Any Action to be taken by NFYFC after the Event: _____

Signature of Steward: _____

SIA Registration Number of Steward: _____

Name of Steward (please print): _____

NFYFC Event Management Team – signature: _____

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National Federation of Young Farmers' Clubs Event Refusal Register

Bar staff

Door staff

Event:

Date:

Date	Item refused Entry Alcohol Other(please state)	Sex M	Description of person	Reason for refusal	Name of staff member who refused sale	Signature of staff member

At the end of the event give this form to the chief steward

Date

Signature

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Alcohol and Drugs Policy for YFC Employees

This policy must be read, bespoke changes made before adopting by the relevant committee to ensure that it is relevant to your county. Below is the example NFYFC policy for NFYFC staff.

Introduction

The Employer, **XXYFC**, is committed to maintaining healthy, safe and productive working conditions for all staff. The Employer recognises the impact that both alcohol and drugs may have upon an individual's ability to work safely and correctly and, as such, the Employer aims to ensure a working environment free from the inappropriate use of substances and where staff are able to carry out their duties in a safe and efficient manner. This policy is designed to prevent and treat problems created in the workplace by inappropriate alcohol consumption and drug usage.

Policy objectives

- To alert all employees to the risks associated with drinking alcohol using illegal/non-medicinal drugs, failing to take into account the side effects of illegal/non-medicinal drugs and the dangers of misusing illegal/non-medicinal drugs.
- To promote good practice and a progressive change of behaviour and attitude concerning use.
- To encourage and assist employees who suspect or know that they have an alcohol or drug problem to seek help at an early stage.

Where, in the course of invoking disciplinary procedures it is suspected or known that the misdemeanour is alcohol or drug related, to offer an employee a referral to an appropriate agency or department for assessment and, if necessary, specialist help.

Policy application

This policy will apply to all employees within the Employer. For the purposes of this policy the term drug includes:
Substances covered by the Misuse of Drugs Act 1971 (referred to as 'controlled drugs');
Prescribed and over-the-counter drugs;
Legislation covered by the Psychoactive Substances Act (came into effect on 26 May 2016)

In addition to the Employer's employees, this policy shall be observed by all agencies, contractors, consultants and any other individual working for, or on behalf of, the Employer.

Disciplinary rules

The standards are as follows:

- The use of drugs or misuse of illegal drugs by staff is inappropriate at any time when working or outside of work, whenever travel to/from work or work performance will be adversely affected.
- The consumption of alcohol by members of staff whilst at work where their work performance will be adversely affected or where it breaches Health and Safety requirements is prohibited. However, the drinking of alcohol may be acceptable at occasions including attending work related receptions/functions. Please refer to information further below.
- Where an employee's doctor, prescribes drugs to the employee that may affect his/her ability to perform work he/she should immediately discuss the problem with his/her manager.
- Dispensing, distributing, possessing, using, selling or offering to buy controlled drugs at work is prohibited: Any such activity (including reasonable suspicion of it) on the Employer premises will be reported immediately to the police.



If employees attend work related social functions outside of their normal working times they are seen to be representing NFYFC. Accordingly, employees will be under a duty at such events to refrain from drinking excessive amounts of alcohol, using illegal drugs or misusing legal drugs.

For clarity, such events include **any YFC event** (a YFC event, social or otherwise), that **is formally connected to the Employer, the NFYFC**. Disciplinary action may be taken in relation to any employee who is found to be in breach of these rules. With regard to this, a breach of this policy is likely to amount to gross misconduct, meaning that the employee may be liable to summary dismissal.

Medical Examination

If the Employer suspects that there has been a breach of the above provisions, or an employee's work performance or conduct has been impaired through drug or alcohol abuse the Employer will immediately invoke its disciplinary procedure, which may result in the employee's summary dismissal. In investigating the incident, however, the Employer may require the employee to undergo a medical examination to determine the cause of the problem.

If, having undergone a medical examination, it is confirmed that the employee has no underlying drug or alcohol problem, the Employer will continue to deal with the issue under its disciplinary procedure.

If, having undergone a medical examination, it is confirmed that the employee has been positively tested for a controlled drug, or he/she admits to having a drug and/or alcohol problem, the Employer reserves the right to suspend him/her from work on paid leave to allow the Employer to decide whether to deal with the matter under the terms of the disciplinary procedure or to require him/her to undergo treatment and rehabilitation.

Where a medical examination is required, the individual will be expected to sign a written consent form. Failure to give consent may lead to disciplinary action being taken. Refusal to undergo a medical examination may also result in NFYFC making a decision on how to proceed based on the information that is available to them.

If an employee is offered rehabilitation treatment that is unreasonably refused, or does not lead to an improvement in the situation, then the Employer reserves the right to take disciplinary action. This includes the right to dismiss the employee.

Power of search

To assist in the effective implementation of this policy, the Employer reserves the right to have tests carried out on employees following any incident, where there is a suspicion on the part of the manager that drugs and/or alcohol may have been a contributory factor.

Where testing takes place, the individual will be expected to sign a written consent to be tested. Failure to give consent, or refusal to supply a sample, will be considered to be a breach of these rules and may lead to disciplinary action being taken.

The Employer reserves the right to search employees or any of their property held on the Employer premises at any time if the employee's manager believes that the prohibition on substances is being or has been infringed.

If an employee refuses to comply with the search procedure, such refusal will normally be treated as amounting to gross misconduct and will entitle the Employer to take disciplinary action.

Organisational responsibility

The Employer will endorse this policy and periodically consider the need for review;

Managers will, in respect of their own department:

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- Promote the policy and ensure its effective implementation; ensure that managers understand their responsibilities for action and confidentiality to ensure consistency of approach; be alert to the signs of misuse of alcohol and drugs and deal with individual cases in accordance with this policy.

Employee Responsibility

The Employer believes that each employee has the responsibility to:

- Report to work at all times free of alcohol or other drugs and their effects.
- Participate in and support Employer sponsored drug and alcohol education programmes.
- Seek and accept assistance for alcohol and other drug abuse related problems before job performance is affected.
- Co-operate with management in assisting colleagues who have an alcohol or drug use problem.

Suspecting a colleague is under the influence of drugs or alcohol

If an employee suspects that a colleague is under the influence of alcohol or drugs at work then they should inform their line manager. It is very important that suspicions are brought to the attention of NFYFC as early as possible as the employee could be a danger to themselves, other staff and NFYFC. Wherever possible, the NFYFC will protect the interested of any employees who report their suspicions about a colleague.

Work Social Events

The Employer understands that the nature of the services it provides may afford employees both the opportunity to arrange and partake in social events at work e.g Christmas Party. Occasionally these events may take place in the employee's own time and the commitment shown by employees attending in these instances are appreciated by the Employer and YFCs members.

Whether an employee attends such a social gathering as part of their work, or as a volunteer in their own time, it is important to remember that employees are still representing the Employer and therefore they should act accordingly and responsibly.

In particular:

- Alcohol should be consumed only in moderation - be aware that, under health and safety legislation, you have a general duty to take reasonable care of your own health and safety and that of others who may be affected by your actions or omissions, so you should bear this in mind when consuming alcohol.
- Illegal drugs must not be brought into or consumed at the venue
- you should not drink and drive and must take specific action to ensure you are well within the legal limits if you are driving
- If you will not be driving, please make adequate arrangements in advance to get home, for example by public transport or taxi, and never use unlicensed minicabs
- Improper conduct or other unacceptable behaviour will not be tolerated and is a serious disciplinary offence which will result in disciplinary action up to and including summary dismissal for gross misconduct. This includes excessive drunkenness, the use of illegal drugs, unlawful or inappropriate discrimination or harassment, violence such as fighting or aggressive behaviour and the use of abusive, offensive, profane or inappropriate language, whether this is towards a fellow employee, an invited guest or a member of the waiting or bar staff
- Employees must not otherwise behave in any way that could bring the Employer name or reputation into disrepute.

Finally, you are reminded that you are required to report for work the following day if it is a normal working day, unless you have arranged in advance to take this as a day's annual leave or have alternative leave arrangements in place. Any unauthorised absence on the day after the social event may be treated as a disciplinary issue.

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YFC Social Events

On occasion a member of the **XXYFC** Staff team may decide to attend a YFC organised social event that is not connected to the job role or the performance of their job. In this instance as the employee has decided to attend a YFC social event (an event that is formally connected to their Employer, the NFYFC), it is deemed that employees are still representing the Employer and therefore they should act accordingly and responsibly. In particular:

- Alcohol should be consumed only in moderation
- Illegal drugs must not be brought into or consumed at the venue

you should not drink and drive and must take specific action to ensure you are well within the legal limits if you are driving

- If you will not be driving, please make adequate arrangements in advance to get home, for example by public transport or taxi, and never use unlicensed minicabs
- Improper conduct or other unacceptable behaviour will not be tolerated and is a serious disciplinary offence which will result in disciplinary action up to and including summary dismissal for gross misconduct. This includes excessive drunkenness, the use of illegal drugs, unlawful or inappropriate discrimination or harassment, violence such as fighting or aggressive behaviour and the use of abusive, offensive, profane or inappropriate language, whether this is towards a fellow employee, an invited guest, a YFC member or a member of the waiting or bar staff
- Employees must not otherwise behave in any way that could bring the Employer name or reputation into disrepute.

YFC Work Events Where YFC Members/Supporters are Drinking Alcohol

If employees attend work events where YFC members are consuming alcohol, for example when concluding a committee meeting or at the Annual Convention, it is acceptable to join YFC members for a drink, which may be alcoholic.

Employees must have finished their work for the day and must not be on-call or at work again that day.

Employees are reminded that

- Alcohol should be consumed only in moderation
- You should not drink and drive and must take specific action to ensure you are well within the legal limits if you are driving
- If you will not be driving, please make adequate arrangements in advance to get home, for example by public transport or taxi, and never use unlicensed minicabs
- Improper conduct or other unacceptable behaviour will not be tolerated and is a serious disciplinary offence which will result in disciplinary action up to and including summary dismissal for gross misconduct. This includes excessive drunkenness, the use of illegal drugs, unlawful or inappropriate discrimination or harassment, violence such as fighting or aggressive behaviour and the use of abusive, offensive, profane or inappropriate language, whether this is towards a fellow employee, an invited guest, a YFC member or a member of the waiting or bar staff
- Employees must not otherwise behave in any way that could bring the Employer name or reputation into disrepute.



Alcohol and Drugs Policy for YFC Volunteers

Introduction

YFC relies heavily on volunteers for the smooth running of the organisation which ranges from running the club to one-off events and functions. As such **XYFC** is committed to maintaining healthy, safe and productive working conditions for all people volunteering for YFC.

The policy aims to inform volunteers of:

- the legislation regarding Drugs and Alcohol
- the standard that YFC expects from its volunteers
- the support that YFC can provide.

As the Employer, **XYFC** recognises the impact that both alcohol and drugs may have upon an individual's ability to work safely and correctly and, as such, the Employer aims to ensure a working environment free from the inappropriate use of substances and where volunteers are able to carry out their duties in a safe and efficient manner.

For the purposes of this policy the term drug includes:

Substances covered by the Misuse of Drugs Act 1971 (referred to as 'controlled drugs');
Prescribed and over-the-counter drugs;
Legislation covered by the Psychoactive Substances Act (came into effect on 26 May 2016)

Expected standard

- Any volunteers/stewards presenting for a 'shift' having consumed alcohol will be relieved of their duties,
- Volunteers/stewards must not drink any alcohol whilst on 'shift'
- Volunteers/stewards that display signs of having taken drugs which makes them unfit to carry out their task will be relieved of their duties.
- Volunteers will undertake any training that is required for them to carry out their role.
- Volunteers are expected to adhere to all YFC policies and uphold the reputation of YFC

The following are example situations where 'whilst on duty' a volunteer must not consume alcohol.

1. When in charge of members especially when supervising under 18 year olds.
2. Formal Meetings (e.g. Club meeting, County Exec and sub committees).
During formal meetings members should remain from consuming alcoholic drinks. This can be disruptive, set a misleading impression to guests and be divisive for younger members. Refraining from drinking is even more important when under-18-year-old members are present. Those in a position of responsibility are role models and must remain in a competent state to care for members and address incidents and issues should they arise. This includes meetings at all levels of the organisation

If you decide to drink before a meeting you must ensure that that this does not affect your ability to lead/participate in the meeting and make informed decisions.

3. Club Visits
If you are leading a club visit then do not consume alcohol. You are in charge of your members and should represent YFC at its best to the venue you are visiting. In addition, responsible senior members and those driving should refrain from consuming alcohol.
4. Stewarding

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If you have been asked to steward at an event you must not consume alcohol whilst on duty. You have been given a great opportunity to help your organisation and the organisers trust you to undertake the given role effectively and to the best of your ability.

5. Training Events

If you are running an over 18's training event this should be treated like a formal meeting. You should not drink or encourage drinking during training, this would be disruptive and should be discouraged; it may also impede the participant's capacity for learning. If the event is a residential it is acceptable for members to drink in social time outside of the training sessions and formal activity programme. If the training takes place over more than one day then participants need to be alert and attentive on day two in order to maximize the benefit from the training.

If under 18 year olds are present, adult members must plan appropriate supervision and activities for these members and remember they are role models.

6. Rally / Field Day / Show

Competitors, organisers of activities, judges and stewards at any event should not be consuming alcohol. This would present a very poor and unsafe image of YFC and could often have further Health and Safety implications if members are working around heavy machinery or competing and doing demonstrations.

In any area where YFC is being marketed or promoted (e.g. a publicity stand at a show) refrain from having alcohol as it will present a much better image. Drinking on a stand at a show will only reinforce the perception that YFC is a drinking club, even though we offer much more than just the social side. If you have no official responsibilities at the event and would like to drink alcohol then it would be better to do this in a bar tent and return to the YFC area afterwards.

For spectators it will often depend on the situation. Consider having a defined bar area or marquee and only allow alcohol consumption within this area.

7. Residential Trips (when acting as a leader on a trip with U18s)

When acting as a leader on a residential trip it is inappropriate and dangerous to consume alcohol during the programme of activities. It could lead to serious incidents and will impede your ability to lead a group effectively. If a team of leaders are in attendance it may be appropriate to have a 'not on duty' rota between the adults regarding drinking to ensure that some leaders remain responsible for the group if others are consuming alcohol.

Where this is the case alcohol should not be consumed to excess, especially if you are in the company of the entire group. It must be remembered that you are a role model for the U18-year-old-members. If you don't feel like you can take a trip without indulging in alcohol then it may be more suitable not to put yourself forward as a leader.

8. Attending events as a representative of YFC

There will be times where volunteers are asked to attend external functions on behalf of YFC and where alcohol might be served. In these situations the following guidelines should be adhered to:

- Alcohol should be consumed only in moderation - be aware that, under health and safety legislation, you have a general duty to take reasonable care of your own health and safety and that of others who may be affected by your actions or omissions, so you should bear this in mind when consuming alcohol.
- Illegal drugs must not be brought into or consumed at the venue
- you should not drink and drive and must take specific action to ensure you are well within the legal limits if you are driving



- If you will not be driving, please make adequate arrangements in advance to get home, for example by public transport or taxi, and never use unlicensed minicabs
- Improper conduct or other unacceptable behaviour will not be tolerated and is a serious disciplinary offence which will result in disciplinary action up to and including summary dismissal for gross misconduct. This includes excessive drunkenness, the use of illegal drugs, unlawful or inappropriate discrimination or harassment, violence such as fighting or aggressive behaviour and the use of abusive, offensive, profane or inappropriate language, whether this is towards a fellow employee, an invited guest or a member of the waiting or bar staff
- Volunteers must not otherwise behave in any way that could bring YFC's name or reputation into disrepute.
- Volunteers that are caught supplying alcohol to underage members or supplying illegal drugs will be relieved of duty and subject to

Suspecting a volunteer is under the influence of drugs or alcohol

If a colleague suspects that a volunteer is under the influence of alcohol or drugs whilst on duty then they should inform their line manager/event organiser. It is very important that suspicions are brought to the attention of the person in charge as early as possible as the volunteer could be a danger to themselves, members, staff and **XXYFC**. Wherever possible, the **XXYFC** will protect the interested of any person who report their suspicions about a colleague.

Where a Volunteer has been found in possession of Drugs at YFC

Where a volunteer is found to be using or in possession of drugs at YFC they should be asked to stop. The police must be contacted to say that a substance has been found and the incident reported. The police will advise what action to take. If the member is under the age of 18 then the parents/guardians must be contacted. If a member finds any drugs at your meeting venue again report it to the police and seek their advice.

In both circumstances, the police might suggest taking temporary possession and disposing of suspected illegal drugs. In this case the leaders/workers will:

- Ensure that a second adult witness is present throughout;
- Seal the sample in a plastic bag and include details of the date and time of seizure/find and witness present;
- Store it in a safe and secure location with access limited to two senior members of staff;
- Without delay, notify the police, who will collect it, and then store or dispose of it in line with locally agreed protocols. The law does not require the organisation to divulge to the police the name of the person from whom the drugs were taken. Where a person is identified, the police will be required to follow internal procedures;
- Under no circumstances should it be kept on the person or the leader/worker, or removed from the premises unless to take to the police station.
- Record the full details of the incident in the record book/sheet, including the police incident reference number;
- Inform parents/carers unless this would jeopardise the safety of the member.

Where the police are involved, the volunteer may be charged with possessing an illegal substance, whether it is theirs' or not. The penalty will depend on:

- the class and quantity of drug
- where the person and the drugs were found
- the person's personal history (previous crimes, including any previous drug offences)

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- other aggravating or mitigating factors

For example, if cannabis is found, the police can issue a warning or an on-the-spot fine of £90.

Dealing or supplying drugs

If a volunteer is found to be dealing/supplying drugs on the premises under YFC supervision, the police should be informed straight away. The volunteer will face immediate temporary suspension whilst the police investigate. The volunteer, if a member, will face disciplinary procedures as outlined in the behaviour policy.

The penalty is likely to be more severe if the person is found to be supplying or dealing drugs. Sharing drugs is also considered supplying. The police will probably charge the person if they suspect them of supplying drugs. The amount of drugs found and whether they have a criminal record will affect their penalty.

Over the counter drugs and prescription drugs

Many people use over the counter and prescription drugs safely and responsibly, but a few may become dependent or addicted to the drugs that were meant to help them. Prescription drugs when misused can become addictive and put the abuser at risk of adverse health effects, including overdose, psychotic conditions and organ damage. It can also affect other areas of life including relationships, employment and school life. Where this seems to be the case YFC can signpost the member to professional support.

Disciplinary rules

Where a volunteer has been found to be breaching the policy whilst 'on shift' they will be removed from their duties. Depending on the severity the volunteer, if a YFC member, could be subject to the disciplinary procedure as outlined in the behaviour policy. If the volunteer is not a current YFC member, then they should not be asked to volunteer for the organisation again.

Where, in the course of invoking disciplinary procedures it is suspected or known that the misdemeanour is alcohol or drug related, the volunteer will be offered support and put in contact with appropriate agency or department for assessment and, if necessary, specialist help.



Statement on Alcohol Awareness Education in YFC

As a youth organisation catering for 10-26 year olds, Young Farmers' Clubs have a responsibility to ensure that YFC members are offered access to information regarding alcohol awareness and responsible drinking. In addition, by working in partnership with other organisations, YFC can signpost YFC members to local and national organisations who are in a position to help. The following information highlights some of the ways that members access alcohol awareness and support.

Suitable venues

There are some rural Young Farmers' Clubs that use a public house or sports venue as their meeting venue as it is the most accessible to the members. When this is the case, YFCs seek to ensure that the meetings take place in a function room separate to the bar area. Alcohol is not consumed during YFC meetings.

Club Programming

One of the best ways to raise awareness of the potential risks of alcohol is by including a session in the club programme and the club officers are in the best position to decide the format of the meeting. Clubs can choose whether to ask a local organisation or the police to run a session or decide to invite the county training team in to run a workshop for them. A session should be included in the programme every couple of years as a minimum but this may change if issues arise if a number of members are turning 18 years old.

Curve Training

NFYFC has developed two Alcohol Awareness Curve modules called Know Your Limits; one for over 18 year olds and one for 16-18 year old members. The aim of the course is to understand the effects of alcohol on the body and how to enjoy alcohol safely.

During the session members will be able to:

- Identify how much alcohol they are really drinking (over 18)
- List how alcohol affects them as they drink through a typical social occasion (over 18)
- Describe what's happening inside the body as a result of drink
- State how to avoid a Monday morning headline!

Drive It Home, is another Curve module which focuses on Road Safety and includes activities on dangerous driving and the affects of alcohol.

For more information about this module contact your county office for details.

Event Organisation

YFC members have the opportunity to take on the responsibility for organising events where alcohol is served. These events allow members to socialise whilst generating revenue to support other YFC activities. Members will learn during the process how to manage events so that their guests can have the best time whilst in a safe and managed environment. It is normally through organising events such as these that members realise the problems that can occur through excessive drinking. Proper planning of events ensures members' wellbeing is safeguarded.

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Excessive Drinking

From time to time, some members may cause the club officers problems due to their excessive drinking at YFC social events, which has a negative impact on the club. When this does occur it needs to be tackled with the support of the county team. Whilst we want members to have a good time and enjoy themselves they must be reminded of the code of conduct and the impact that their actions are having on the rest of the membership. If the behaviour becomes unmanageable the member may be prevented from attending further events and sanctions may be applied to their membership. Signposting to organisations that can support our members should be offered.

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Substance use and misuse in YFC

As a youth organisation providing activities for 10-26 year olds, Young Farmers' Clubs have a responsibility to ensure that YFC members are offered access to information regarding substance use and misuse and the health impacts it can have. In addition, by working in partnership with other organisations, YFC can signpost YFC members to local and national organisations who are in a position to offer further specialist help and support.

Informing members

All YFC members should be informed when they join that YFC operates a zero tolerance to illegal drugs therefore they cannot be in possession of, under the influence of, nor consume drugs or psychoactive substances (excluding authorised prescribed medication) at a YFC organised activity.

The potential consequences of breaching this policy e.g temporary or permanent exclusion from YFC activity, should be made clear. Any sessions related to 'ground rules' or 'conditions of attendance' must include this and members should be reminded from time to time throughout the year.

Drugs in YFCs

If you suspect that a member is taking drugs for personal use talk to your Club Officer team. The Club Officer team may either decide to speak to the member or ask County Office for their support. Whilst drugs are not tolerated in YFC we have a duty of care to our members and this includes ensuring that those members are signposted to organisations which can help them understand the impact of taking drugs.

Where a person is found to be using or in possession of drugs at YFC they should be asked to stop, informed and of the policy and the impact this has. The police must be contacted to say that a substance has been found and the incident reported. The police will advise what action to take. If the member is under the age of 18 then the parents/guardians must be contacted. If a member finds any drugs at your meeting venue again report it to the police and seek their advice.

In both circumstances, the police might suggest taking temporary possession and disposing of suspected illegal drugs. In this case the leaders/workers will:

- Ensure that a second adult witness is present throughout;
- Seal the sample in a plastic bag and include details of the date and time of seizure/find and witness present;
- Store it in a safe and secure location with access limited to two senior members of staff;
- Without delay, notify the police, who will collect it, and then store or dispose of it in line with locally agreed protocols. The law does not require the organisation to divulge to the police the name of the person from whom the drugs were taken. Where a person is identified, the police will be required to follow internal procedures;
- Under no circumstances should it be kept on the person or the leader/worker, or removed from the premises unless to take to the police station. The police will advise.
- Record the full details of the incident in the record book/sheet, including the police incident reference number;

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- Inform parents/carers unless this would jeopardise the safety of the member.

Where the police are involved, the person may be charged with possessing an illegal substance, whether it is theirs' or not. The penalty will depend on:

- the class and quantity of drug
- where the person and the drugs were found
- the person's personal history (previous crimes, including any previous drug offences)
- other aggravating or mitigating factors

For example, if cannabis is found, the police can issue a warning or an on-the-spot fine of £90.

The member will then be subject to internal disciplinary procedures as detailed in the behaviour policy and the panel will consider whether this is a persistent breach of policy or a first time policy breach. The following measures could form the next set of actions if you have not succeeded in preventing prohibited drug activity:

- Recording warnings, sanctions and directions to stop supply or use on premises in an incident form, and ensuring that these measures are enforced.
- The temporary banning of people repeatedly breaching the NFYFC drug policy.

Dealing or supplying drugs

If anyone is found to be dealing/supplying drugs on the premises whilst at a YFC organised activity, the police should be informed straight away. The member will face immediate temporary suspension whilst the police investigate. The member will face disciplinary procedures as outlined in the Standards of Behaviour policy.

The penalty is likely to be more severe if the person is found to be supplying or dealing drugs. Sharing drugs is also considered supplying. The police will probably charge the person if they suspect them of supplying drugs. The amount of drugs found and whether they have a criminal record will affect their penalty.

Over the counter drugs and prescription drugs

Many people use over the counter and prescription drugs safely and responsibly, but a few may become dependent or addicted to the drugs that were meant to help them. Prescription drugs when misused can become addictive and put the abuser at risk of adverse health effects, including overdose, psychotic conditions and organ damage. It can also affect other areas of life including relationships, employment and school/college life. Where this seems to be the case YFC can signpost the member to professional support.

Club Programming

One of the best ways to raise awareness of the potential risks of substance misuse is by including a session in the club programme and the club officers are in the best position to decide the format of the meeting. Clubs can choose whether to ask a local organisation or the police to run a session. A session should be included in the programme every couple of years as a minimum but this may change if issues arise.



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Where to get help

Ask your local NHS Trust for contact details or search online. Other support services include:

- Talk to Frank – a national drug education service Telephone: 0800 77 66 00
- NHS – official website of the National Health Service.
- www.bbc.co.uk/radio1/advice/drink_drugs – information about a range of drugs, their effects and dangers.

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