



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 SFYFC 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, SFYFC 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

 **Young Farmers' Clubs (England and Wales)**

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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 SFYFC. Wherever possible, the SFYFC 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)



- 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 effect 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.