

Alcohol and Other Drugs Policy

Document Control

| Action | Person | Date |
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| Formatting update and update to supervisor details | Nicole Pingon | 12/06/2018 |

Shopfront is a dry venue. Under no circumstances is alcohol or illicit drugs permitted on the premises, regardless of whether young people are present.

We do not permit alcohol and drugs as they can affect decision-making skills, productivity and physical coordination - thereby increasing the risk of injury at work. Intoxication can also negatively impact on the safety of other staff. However, Shopfront has responsibilities to young people who use drugs and to young people who don't, as well as to staff and anyone else who may be affected by drug use on our premises and during our services and activities.

Dealing with intoxicated people

Shopfront staff will, to the best of their ability, not allow an intoxicated person to participate in group activities unless there are exceptional circumstances.

Depending on the circumstances staff might:

- ask them how they will get home safely
- let them use the phone, or make a call for them
- drive them home or arrange for another worker to drive them home if a vehicle is available
- call the Poisons Information Centre on 13 11 26 (24 hours) for advice if they have concerns but the situation does not yet justify calling an ambulance
- take them to the safe supervision area if one has been provided for the event
- if the person leaves (on foot or in a vehicle) and staff believe that in the circumstances there is a serious and imminent threat to the life or health of the person or someone else, they should call the ambulance or the police
- if someone is violent, threatens violence, or people feel unsafe, then depending on the circumstances staff should do one or more of these things:
 - talk to them to calm them down
 - ask them to leave
 - let them know you will call the police if they stay
 - remove all other people to a place of safety
 - call the police.

Professional conduct

Staff members must not:

- consume or be under the influence of alcohol or illegal drugs while at work, or on a work break when they are required to return to normal work duties
- provide alcohol or illegal drugs to, or share or consume them with, young people of any age who have been involved with Shopfront, including away from Shopfront premises and events
- possess illegal drugs while at work
- come to work with a hangover or other after-effects of drug use if this would interfere with work
- be judgmental to young people or other clients about drug use, or promote or glorify drug use
- disclose their own drug use to young people or other clients unless it will assist their work (notify your direct supervisor about these disclosures at the time – direct supervisors are listed at the bottom of this document).

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Legal Drugs

Shopfront does keep pain relief drugs Panadol (paracetamol) on the premises. These drugs are kept in a locked container in the office as there are risks of these drugs being abused by some people.

At no point should a Shopfront staff member provide painkillers to a young person without written parent/guardian consent. Verbal consent provided by a parent/guardian must be witnessed by two staff members and noted.

Supervisors

Director, Young Artist Programs: Lauren Scott-Young

Director, Socially Engaged Programs: Christie Woodhouse