



## **Who we are**

Bethlehem Church Life Centre is located in the village of Cefn Cribwr in the County Borough of Bridgend. It is a charity recognised by law and registered by the Inland Revenue. The new Life Centre is the community expression of our vision and mission. The new Centre, recently opened, has a variety of facilities, which are available to all the community. Many programmes and activities are operating in the new Centre. The Centre facilities are also available for hire by community organisations. A sports hall, coffee bar, youth drop-in centre, adult training room, children's room and meeting room are all available for use by the community as well as the church.

## **Our mission statement**

Our Mission Statement comes from The Two Great Commandments, to love God and to love our fellow man. These are at the heart of this church, it's worship and it's work in our community.

- 1.** We will endeavour, by the grace of God to see our vision translated into positive social action in our community.
- 2.** We will work with our community, within our resources, to make provision for families, children and youth, and all who need our help and support.
- 3.** We will work with local and national government and charitable trusts and foundations to support our community, to make it a safe, peaceful, prosperous, and Godly place to live.
- 4.** We will work to reduce, and eliminate poverty, depravation, crime, substance abuse and abuse of all kinds.
- 5.** We will work to see people physically, mentally and spiritually healed in our community.
- 6.** We work to see wholeness, goodness, godliness and prosperity promoted and prospering in our community.

## **Leadership Team**

Bethlehem Church Life Centre is an independent organisation affiliated to national organisations, among these is The Evangelical Alliance. We are a self-governing organisation, governed by a Trust Deed. Six trustees hold the organisation's property under trust.

A Leadership Team of about 20 persons, male and female, run the day-to-day affairs of the organisation. The number of persons on the Leadership Team varies according to the current need and number of functions operating in the Centre. Leadership Team membership is functional.



## Substance Misuse Policy and Procedures

### Contents

No	Item	Page Number
1	Introduction	2
2	Statement of Policy	2
3	Aims	3
4	Objectives	3
5	Legal Requirements	4
6	Procedures for dealing with drug incidents	4
6.1	Drug 'finds'	4
6.2	Perceived or identified substance/drug misuse resulting in disruptive behaviour (by individuals other than staff)	5
6.3	Suspected substance/drug misuse	5
6.4	Substance/Drug dealing or supplying	5
6.5	If a person discloses that they are using drugs to a member of staff	5
6.6	Medical Emergencies	6
7	Sources of Information	6
8	Health and Safety	6
9.	Training	
10.	Revisions	
	Appendix 1 – Drug Related Legislation	7 - 8
	Appendix 2 – Sources of Information	9 - 11

## 1. INTRODUCTION

The purpose of the policy is to comply with our legal obligations and to demonstrate the positive role BCLC wishes to play in regard to the care and welfare of all who work in or visit our new Centre. We acknowledge that drug education may not stop people misusing drugs but believe it can have a positive role provided it is about drugs rather than against drugs. Care and welfare will be the other main focus and we will continue to work where appropriate, with a range of specialist outside agencies and share good practice for support of volunteers, staff and all who use our New Life Centre. We operate a zero tolerance substance/drug policy

For the purpose of this policy, a drug is defined as any substance, both prescribed and non-prescribed, which changes a person's mood and the body's function, including nicotine and alcohol.

This policy will apply to volunteers, staff and all visitors and those who use the Centre.

Communication and co-operation are fundamental to the successful implementation of this policy.

***NB For the purposes of this policy references to 'person' singular may also be taken to include reference to more than one person.***

## 2. STATEMENT OF POLICY

BCLC is committed to the health and safety of its community and will take action to safeguard its well-being. It will not tolerate the misuse of substances including nicotine and alcohol, or the illegal supply of these substances. Where appropriate the police will be invited to become involved with BCLC supporting any subsequent police action.

BCLC however still recognises its pastoral role in the welfare all who work in and use our new Centre, and through the general ethos statement, at BCLC we will seek to persuade those in need of support to make use of facilities/support provided.

As part of its care of all who work in or use the centre, BCLC will endeavour to inform and educate on the consequences of substance/drug/alcohol use and misuse. BCLC takes a pro-active stance on this matter, believing that drug education is a vital part of on-going personal, social and health education and will co-operate with other relevant agencies to provide.

BCLC supports the following educational aims:

- to raise awareness about the implications and possible consequences of use and misuse
- to provide accurate information about substances
- to identify sources of appropriate personal support
- to widen understanding about related health and social issues.

BCLC will consider each substance incident individually and recognises that a variety of responses will be necessary to deal with such incidents. Complete confidentiality cannot be guaranteed in all circumstances.

BCLC will consider very carefully the implications of any action it might take. It will seek to balance the interests of the individual(s) involved, BCLC and the local community.

Permanent exclusion from BCLC is seen only as a last resort.

BCLC will at all times comply with legal requirements.

### **3. AIMS**

- 3.1 To provide explicit support to anyone who is misusing drugs.
- 3.2 To raise the awareness of all; volunteers, staff, parents, and anyone who uses BCLC facilities at our new Centre of our responsibilities in respect of managing substance/drug incidents and supporting anyone who experience drug misuse.
- 3.3 To provide education about drugs/substances.
- 3.4 To provide clear rules and sanctions where drugs/substances are misused.
- 3.5 To identify BCLC's legal responsibilities in terms of legislation concerning substance/drug misuse and associated health and safety issues.
- 3.6 To ensure that procedures identified are in line with other BCLC procedures.

### **4. OBJECTIVES**

By complying with the policy, volunteers, staff and all visitors/users of our new Centre will be able to:

- 4.1 Access current information from reliable sources and specialist support agencies, locally and nationally, about substances/drugs and the misuse of substances/drugs.
- 4.2 Where appropriate be able to provide or identify confidential support in response to requests for help from someone who is misusing substances/drugs.
- 4.3 Take appropriate action with regard to a case of substance/drug misuse.
- 4.4 Use the policy to inform tutorial programmes and develop good practice in Substance/Drug education, which acknowledges and uses our existing knowledge and experience.

### **5. LEGAL REQUIREMENTS**

- 5.1 The use and/or supply of illegal drugs and/or alcohol including cigarettes on the premises is strictly forbidden and will not be tolerated. Action will be taken against anyone found to be supplying, in possession of or using illegal substances/drugs on site. Although not legally obliged to do so, BCLC will involve the police / parents if anyone is found to be supplying substances/drugs.
- 5.2 The Misuse of Drugs Act 1971 identifies BCLC's legal requirements and recommended responses to the misuse of drugs (*see Appendix 1 for details*). Section 8 of this Act, states that it is an offence for someone "concerned in the management of any premises", to knowingly permit the production, supply or possession of any controlled substance/drug on the premises.
- 5.3 BCLC will not knowingly allow its premises to be used for the production, supply, possession or use of any controlled substance/drug. If it is suspected that substances are being supplied on the premises, details will be passed to the police.

## **6. PROCEDURES FOR DEALING WITH DRUG INCIDENTS**

Managing a drug incident can be very difficult and stressful. The following procedures are intended to support staff and volunteers in such circumstances.

### **6.1 Substance/Drug 'Finds'**

Any substance/drug or equipment e.g. syringes, spoons, plastic bags, laces or other suspicious object or substances found on the premises must be reported to the Building Use Manager.

6.1.1 The Building Use Manager (or deputy), using the appropriate equipment, will remove the 'find' to a secure/safe place. Disposal will be authorised and witnessed by a member of the Leadership Team and conducted by the Building Use Manager (or deputy) in accordance with police advice. If 'finds' are given to a police officer a receipt will be requested. The details of such disposal will be recorded.

6.1.2 The Building Use Manager (or deputy), will record the 'find' on a BCLC Incident Report Form.

### **6.2 Perceived or identified drug misuse resulting in disruptive behaviour (by individuals other than staff)**

6.2.1 All volunteers and members of staff have a responsibility to contact The Building Use Manager (or deputy), who will attempt to identify the person(s) and any witnesses involved.

6.2.2 The Building Use Manager (or deputy), will secure any evidence and escort the individual to the BCLC Admin Office. The Building Use Manager (or deputy), will request the police to attend and take what action they consider appropriate. The Building Use Manager (or deputy), will complete a BCLC Incident Report .

6.2.3 If the individual is below the age of 17 The Building Use Manager (or deputy), will inform the persons parents/guardians.

### **6.3 Suspected drug misuse by anyone attending the Centre**

6.3.1 BCLC reserves the right to challenge the behaviour of any individual suspected to be under the influence of substances/drugs including alcohol.

6.3.2 BCLC will instigate the process described in Section 6.2.

### **6.4 Drug Dealing or Supplying**

6.4.1 If anyone is found to be supplying substances/drugs on the premises BCLC will instigate the process described in Section 6.2.

6.4.2 If anyone is found to be supplying substances/drugs on the premises BCLC will request the police to attend and support any subsequent police action. If the police charge the visitor/person with supplying drugs on the premises, BCLC reserves the right to instigate a civil action against the offender.

### **6.5 If a person using the Centre facilities or a visitor to the Centre discloses that they are using drugs to a member of staff**

6.5.1 This information will be treated sensitively and confidentially.

6.5.2 The person will be referred to support/information available through a BCLC Counsellor.

## **6.6 Medical Emergencies**

- 6.6.1 Acute intoxication, unconsciousness and semi-consciousness should all be regarded as medical emergencies. If in doubt always treat as a medical emergency.
- 6.6.2 An ambulance should be called and a parent/guardian/adult relative of the affected person should be informed. Whilst waiting for the ambulance a qualified first aider must attend the person and render the necessary care. The remains of any substance should be sent with accompanying member of staff or ambulance personnel.
- 6.6.3 As soon as the emergency has been dealt with, The Building Use Manager (or deputy), must be informed, and an Incident Report Form completed by the member of staff/volunteer initially involved in the incident.
- 6.6.4 Under no circumstances should any attempt be made to interview a person who is under the influence of an intoxicating substance, except to gain specific information relating to the emergency, e.g. what substance has been taken. If possible however, you should attempt to find out more about the situation from friends and any witnesses.

## **7. SOURCES OF INFORMATION**

- 7.1.1 The aim is to support all who attend our Centre and develop awareness of the effects of the misuse of substances/drugs (legal and illegal), alcohol and nicotine and their impact on visitors and staff/volunteers alike.

As part of its wider commitment to Health Promotion, BCLC will also highlight issues relating to the dangers of smoking and participate in initiatives designed to help individuals stop smoking.

A dedicated notice board prominently displayed in the Centre will display relevant information and our **Substance/Drug/Alcohol Misuse Policy and Procedures**.

## **8. HEALTH AND SAFETY**

- 8.1 For the purposes of health and safety BCLC treats visitors at the Centre as 'non employees'; staff and volunteers as employees and Leadership Team as 'employers'.
- 8.2 The Health and Safety at Work etc Act 1974 places duties on both employers and employees.
- Under Section 2 employers are required to ensure, as far as is reasonably practicable, the health, safety and welfare at work of all their employees.
  - Section 7 of the Act requires employees to take reasonable care of the health and safety of themselves and others who may be affected by their acts or omissions at work.
- 8.3 It is possible that in certain circumstances charges may be brought against an employer or an employee under the Health and Safety at Work Act 1974 and The Misuse of Drugs Act 1971.

It would be up to the Courts to decide on the merits of each case. An employer who knowingly allows a drug abuser to continue working without doing anything either to help the abuser or to protect the rest of the workforce may be liable to charges.

## **9. Training.**

We are committed to train our staff and volunteers to recognise substance and alcohol misuse and to deal with the problems that arise from such misuse. We are committed to train and inform our staff and volunteers in legislation regarding substance misuse. We are also committed to inform all who use our Centre particularly the children and youth and their parents. This will take the form of a notice board, literature and information programmes conducted in the new Centre and in outreach situations.

## **10. Revision.**

This policy will be reviewed and updated as necessary, at least annually.

## APPENDIX 1

### THE MAIN DRUG LAWS

The laws controlling drug use are very complicated. The Misuse of Drugs Act (1971) regulates what are termed controlled drugs. It divides drugs into three classes. They are classified to their degree of harmfulness and danger both to the individual and society, with penalties varying accordingly. They are classified as follows:

**CLASS A :** These include cocaine and crack (a form of cocaine), ecstasy, heroin, LSD, methadone, processed magic mushrooms and any Class B drug which is injected. **These are treated by law as the most dangerous.**

**CLASS B :** These include amphetamine, barbiturates and codeine.

**CLASS C :** Cannabis, GHB (Gamma Hydroxybutyrate) Mild Amphetamines, Anabolic Steroids and Tranquilizers.

#### Offences under the Misuse of Drugs Act include:

- Possession of a controlled drug.
- Possession with intent to supply another person.
- Production, cultivation or manufacture of controlled drugs.
- Supplying another person with a controlled drug.
- Offering to supply another person with a controlled drug.
- Import or export of controlled drugs.
- Allowing premises you occupy or manage to be used for the consumption of certain controlled drugs or supply or production of any controlled drug.

**N.B.** Certain controlled drugs such as amphetamines, barbiturates, heroin and methadone, can sometimes be obtained on prescription. In such cases their possession is not illegal.

#### Maximum penalties under the Misuse of Drugs Act are as follows:

	<b>Possession</b>	<b>Supply</b>
Class A drug	7 years imprisonment + fine	Life imprisonment + fine
Class B drug	5 years imprisonment + fine	14 years imprisonment + fine
Class C drug	2 years imprisonment + fine	5 years imprisonment + fine

**Over 50,000 people each year have been found guilty of or cautioned for the possession or supply of controlled drugs.**

- **Over 90% of offenders are male and the majority are aged 17 - 24.**
- **In 1992 only 6% of offenders were under 17.**
- **Over 85% of cases concern the possession or supply of cannabis. This may result in a small fine but in many areas of the country police will issue a caution (especially when it is a first offence involving a young person) and not take the case to court.**
- **By 1992 over half of all drug offenders were receiving cautions and this trend seems likely to continue. A caution is noted by the police but does not count as a criminal record.**

The law is even more complicated by the fact that some drugs are covered by other laws, are not covered at all or treated in an exceptional way under the Misuse of Drugs Act.

- **Alcohol** is not illegal for a 5-year-old to consume away from licensed premises. It is an offence for a vendor to knowingly sell alcohol to an under 18 year old. A 14-year-old can go into a pub alone but not consume alcohol. A 16-year-old can buy and consume beer, port cider or perry (but not spirits) in a pub if having a meal in an area set aside for this purpose. In some cities there are bylaws restricting drinking of alcohol on the streets at any age.
- ◆ **Magic Mushrooms** are not illegal to possess or eat in their raw state. It can be an offence to process them by drying and storing them, making them into a tea or infusion or cooking with them.
- ◆ **Poppers** (liquid gold, amyl or butyl nitrite) are not currently illegal to possess, buy or sell. They are often sold in joke and sex shops but also in some pubs, clubs and tobacconists. However, recent legal cases under the Medicines Act may change this situation making it illegal to supply certain forms of poppers.
- ◆ **Solvents** (aerosols, gases, glues etc.) are not illegal to possess, use or buy at any age. In England and Wales it is an offence for a shopkeeper to sell them to an under 18 year old if they know they are to be used for intoxicating purposes.
- ◆ **Steroids** are not illegal to possess or use without a prescription however they can only be lawfully sold by a pharmacist to a person with a medical prescription.
- ◆ **Tobacco** it is not an offence for people of any age to use cigarettes or other tobacco products. It is an offence for a vendor to sell tobacco products to someone they know to be under 16 years old.
- ◆ Most **Tranquilizers** (Librium, Valium etc.) are not illegal to possess or use without a prescription. It is an offence to sell or supply them to another person. It is illegal to be in possession of Temazepan (a tranquilizer that is sometimes prepared for injection) without a doctor's prescription.

## APPENDIX 2

### SOURCES OF INFORMATION

The aim is to educate and support staff, volunteers and visitors/attendees (users of BCLC facilities) in developing awareness of the effects of the misuse of substances/drugs (legal and illegal) including smoking and alcohol, and its impact on staff, volunteers and visitors/attendees (users of BCLC facilities) alike. Information provided will include the diseases associated with the misuse of drugs e.g. HIV, Aids, Hepatitis and Septicaemia.

**BCLC Support and Counselling** is a confidential support and advice service available to staff, volunteers and visitors (users of BCLC).

#### SOURCES OF INFORMATION

##### **Substance Misuse Team**

**02920 825542**

Contact: Denise Rogers  
National Assembly for Wales  
Cathays Park  
CARDIFF CF10 3NQ

##### **National Drugs Helpline**

**0800 776 6000**

24 hour service  
[www.ndh.org.uk](http://www.ndh.org.uk)

##### **DRUG SCOPE**

**020 7928 1211**

32-36 Loman Street  
LONDON  
SE1 0EE  
[www.drugscope.org.uk](http://www.drugscope.org.uk)

##### **ADFAM**

Confidential helpline for families affected by drug use

**020 7928 8900**

##### **NARCOTICS ANONYMOUS (NA)**

**020 7730 0009**

[www.ukna.org](http://www.ukna.org)

##### **Institute for the Study of Drug Dependence (ISDD)**

<http://www.globalnews.com/isdd/home.htn-d>

#### **ALCOHOL**

##### **ALCOHOLICS ANONYMOUS**

**01244 659759**

**(9.00 am – 9.00 pm each day)**

Fellowship of men and women who share experience; strength and hope with each other to solve their common problems and help others

##### **ALCOHOL CONCERN**

**020 7928 7377**

Waterbridge House  
32-36 Loman Street  
LONDON  
SE1 0EE  
[www.alcoholconcern.org.uk](http://www.alcoholconcern.org.uk)  
email: [contact@alcoholconcern.org.uk](mailto:contact@alcoholconcern.org.uk)  
UK National body on alcohol abuse

##### **AL-ANON**

**020 7403 0888**

Self-help group for drinkers/family or friends

##### **Drink Line**

**0345 320202**

## **SMOKING**

### **QUITLINE**

For help with stopping smoking

**0171 487 3000**

[www.ash.org.uk](http://www.ash.org.uk)

For people wishing to give up smoking

**0800 1690196**

## **HIV/AIDS**

### **FAMILY PLANNING ASSOCIATION**

Information, publications, educational resources on all aspects of sexual and reproductive health education and HIV/AIDS

**0171 636 7866**

### **TERRENCE HIGGINS TRUST**

*Provides information, advice and help on HIV and AIDS*

52-54 Grays Inn Road,

London

WC1 8JU

**0171 242 1010**

### **NATIONAL AIDS HELPLINE**

**24 hour service.**

**0800 567123**

**I.S.D.D.** (Institute for the Study of Drug Dependence)

Waterbridge House, 32 - 36 Loman Street,

London, SE1 OEE.

**0171 928 1211**

### **NHS DIRECT**

Calls charged at local rate – part of the national health Information system.

**0845 4647**

### **SEXUAL HEALTH AND NATIONAL AIDS HELPLINE**

(24 hour service)

Gives advice and information on HIV/AIDS and other STDs

**0800 567123**