

The Snowflake Trust Limited

Operating The Snowflake Winter Night Shelter

POLICY STATEMENT ON DRUGS & ALCOHOL

1. Use of drugs and alcohol

Drugs (other than those prescribed by a medical practitioner) and Alcohol must not be consumed/used on the Shelter premises by any Guest or Volunteer.

- Drinking alcohol whilst on shift is not allowed by Volunteers or at any time the Shelter is open by Guests.
- Guests and Volunteers should not be under the influence of alcohol or drugs when coming into the Shelter.

2. Action to be taken if policy is breached

If a Guest arrives under the influence of alcohol and appears aggressive or threatening, then they will not be admitted. In extreme cases it may be necessary to inform the police of this decision.

If Guests are found drinking on the premises, they may be asked to leave the shelter by the Shift Leader, in which case the Project Manager is to be informed without delay. This can be done that evening by the Venue Coordinator or Shift Leader. The Guest is to be advised to attend at the Snowflake office to be interviewed by the Project Manager the following day in order to gain re-admittance to the shelter. If appropriate, a hot drink and food may be given for consumption outside the shelter and, possibly, a sleeping bag if the potential Guest is not minded to sober up and therefore gain entry to the shelter that night.

If Guests are found taking drugs on the premises they will be asked to leave the shelter and the Project Manager informed without delay. Anyone found dealing drugs will be asked to leave the shelter and be subject to a permanent ban. If drugs are found at the shelter then they should be placed in a place of safety and taken to the Police station or given to the Police the next day, as per Police Protocol. Volunteers who suspect that someone is violating these policies must make a note of this in the log book. In this way Volunteers at the next venue can be aware of what has occurred.

Volunteers should not 'police' the Night Shelter, but should be fully aware of what is going on, where Guests are, and that not too long is being taken in the toilet facilities or outside for a smoke.

Volunteers arriving to their shift under the influence of drugs or alcohol, or Volunteers found consuming alcohol on the premises, will be asked to leave by the Shift Leader and the Project Manager alerted. The Project Manager will liaise with the relevant Snowflake Trustee, and together they will decide what action, if any, should be taken and whether or not that Volunteer should remain on the active list in the future.

ALL VOLUNTEERS SHOULD HAVE READ THE POLICE PROTOCOL IN THE VOLUNTEERS' HANDBOOK PRIOR TO THE COMMENCEMENT OF THEIR SHIFT.

Update: June 2016