

# Accessible

# Alcohol & Substance

# Misuse Policy

Alcohol



Substance



## July 2009

*This accessible policy has been produced to assist the people we support to understand our policy framework within the context and best practice of inclusive communication. This accessible policy is not a substitute for the full policy document and therefore staff and managers must make themselves familiar with the full policy document.*

*The complete policy statement can be found within the Alcohol & Substance Misuse Policy document available from the Admin Team at the Consortium Office.*

**'Community Lives Consortium is regulated as a Domiciliary Care Agency by the Care and Social Services Inspectorate Wales'**

This policy is about how all Consortium staff must behave and not let alcohol or the misuse of substance affect them whilst at work.

Alcohol

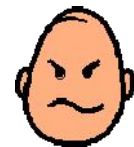


Substances

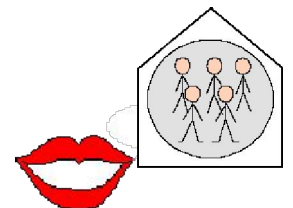


## Aims

To avoid problems because of alcohol and substances being used wrongly



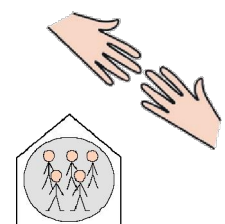
To tell employees about what could go wrong



To encourage employees to tell us about any problems

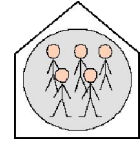


To help employees who have problems

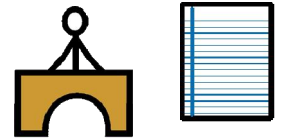


# Responsibilities

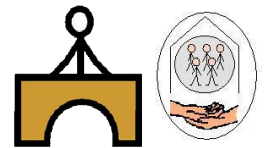
All Consortium staff are included



Managers have an important role to promote the policy.



The Personnel and Administration Manager are responsible to see that managers do this



Alcohol or Substances are not to be consumed during working hours.



The Consortium will offer non alcoholic drinks at any function.

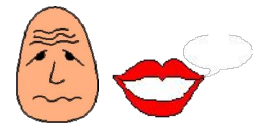


There will always be certain people who are not drinking at these events

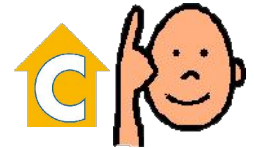
Some events that are organised by staff will be clearly a Consortium events, others are not so easy to label



Employees should tell someone if they think someone they work with has a problem.



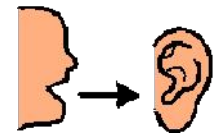
The Consortium knows this is difficult to do.



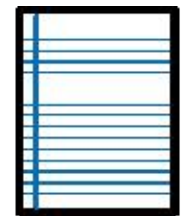
## Telling People about the Policy

Staff will be told about the policy through:

Training  
Staff Meetings



A copy of the policy is to be kept at each house.



The Policy gives information about safe levels of drinking alcohol

## Advice

The Policy gives information about other helping Agencies.



## Confidentiality

Information about alcohol and substance use will be kept confidential.  
But there may be other legal matters to think about.



## Dealing with employees

Anyone who has a problem will be offered  
Help  
Advice  
Treatment



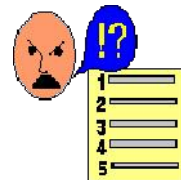
The Consortium will regard such problems as a health issue.

The Consortium will give time off to attend doctor's/counselling service.



An Employee's job in the future will not be affected by having got this support.

Employees who decline support will have to go through Disciplinary Procedures if they cannot work properly



## Misuse of Substances

It is against the law to;  
Supply  
Produce or  
Possess Illegal drugs



## Review of Policy

The policy will be reviewed by the Health & Safety Committee

