



Terapia Misuse of Drugs and Alcohol Policy

Responsibility of Policy	CEO
Relevant to	All Terapia employees, contractors, trainees, service users, volunteers, business contacts and suppliers
Responsibility For Document Review	CEO
Date Modified	December 2024
Next Review Date	December 2025

1 Purpose of this policy

The purpose of this policy is to:

1. Clarify the legal requirements and responsibilities of Terapia;
2. Reinforce and safeguard the health and safety of all staff, students, contractors or visitors, external agencies and the wider community;
3. Clarify Terapia's approach to alcohol and drugs for all staff, students, contractors or visitors and the wider community;
4. Enable staff to manage drugs, alcohol and illegal substances on the premises, and any incidents involving such that may occur, with confidence and consistency, and in the best interests of those involved;
5. Ensure that the response to incidents involving drugs, alcohol and illegal substances compliments the overall approach to values and ethos of Terapia.

2 Definitions

The United Nations Office on Drugs and Crime defines a drug as: *"A substance people take to change the way they feel, think or behave"*. This definition has been adopted by the Home Office and is the definition that applies within this policy, and which therefore covers:

1. All illegal drugs (those controlled by the Misuse of Drugs Act 1971);
2. All legal drugs, including alcohol, tobacco, volatile substances, ketamine, khat and alkyl nitrates;
3. All legal medicinal drugs (including 'over-the-counter' and prescription medicines).

3 Background/Context

- Terapia recognises that the majority of its students/trainees will not be affected by illegal drug use but, where a student declares that they have a problem, their case will be treated sympathetically and in confidence;

- It is important to acknowledge that students who have or develop drug (or alcohol) related problems may cause harm to themselves and to others and these risks will be considered in any course of action;
- Alcohol consumption and the illegal use of drugs can often affect students' performance, conduct and relationships on their course. It can also have consequences for future career choices.

Guidelines

All students should:

- Be aware of this policy and supporting documents;
- Seek help voluntarily if they are concerned about their drug or alcohol use;
- Seek help or advice if they have been asked to do so, including as part of a disciplinary sanction;
- Report if any psychotherapist, trainee or qualified, who is in active clinical practice with children, adolescents or adults and is involved in substance misuse. These cases should be reported to the Training Director or any member of staff who is in a position of trust;
- Alert an appropriate member of staff to any problems they see developing within the organisation, particularly where legal or health and safety concerns are an issue;
- Be aware of the behaviour of students around them and do their best to ensure their safety and well-being.

Whilst consumption of alcohol is not illegal, any resultant inappropriate behaviour may be in breach of the law and/or Terapia's Disciplinary procedures. Terapia promotes a culture of trust and encourages any member of our student body or staff with an alcohol or drug/substance misuse problem to inform Terapia and seek our support.

4 Management of incidents

- All incidents must be reported both verbally and then followed up in writing within 24 hours to the CEO.
- All incidents will be fully investigated.
- Those involved will be asked to write a report on the incident at the first appropriate opportunity.
- Those involved will be interviewed by the CEO or an appointed investigating officer.
- We operate a Zero tolerance policy on the possession, use or supply of illegal drugs on our premises. Any activities involving illegal drugs on Terapia premises will be dealt with as a criminal act and will be reported to the police. The Disciplinary Procedure will be applied in such circumstances in the context of a criminal investigation.
- We will follow the government and other recognised bodies guidelines.
- The following action will be taken in the event of the misuse of drugs and alcohol:

Illegal Drugs: Terapia operates a zero tolerance on possession and supply of illegal substances. Any student found guilty of possession or supplying will be removed from the course and Terapia Therapeutic Services, if applicable. Whenever appropriate, police will be called and Terapia staff will cooperate with the relevant authorities.

Alcohol Misuse: In case of alcohol misuse each case will be assessed on individual basis. A student found misusing alcohol whilst on the training or in clinical practice will be subject of disciplinary action.

5 Code of Conduct

1. Our code of conduct describes the legal health and safety obligations and the expected standards of behaviour for students and staff. It is expected that all students will take personal responsibility for ensuring that Terapia activities are not harmed by drug use or alcohol misuse and the Charity is not brought into disrepute.
2. A failure to whistle blow will result in disciplinary action. [see our Whistleblowing Policy].
3. No one should undertake Terapia-related business or represent Terapia while unfit through alcohol consumption or illegal drug use.
4. Illegal drug use resulting in a risk to the safety to oneself or others is likely to lead to disciplinary action. Examples of this may include clinical work with patients, driving, or any other activities identified as hazardous on a risk assessment.
5. All Terapia staff and trainees need to comply with any statutory registration requirements, professional codes of ethics or accreditation provisions with reference to alcohol consumption and illegal drug use (e.g., in clinical work with patients, or work with schools).
6. Students and staff are strongly advised not to compromise their own safety by working with or being reliant upon someone who is under the influence of illegal drugs or other substances.
7. Pressure should not be applied to others to consume alcohol or take illegal drugs. This includes disrespectful or exclusive behaviour and the spiking of drinks.
8. Data protection: All cases will be dealt with in confidence and all personal information will be processed securely in accordance with GDPR policy. It may be used by relevant personnel to consider any support needed and to manage the study relationship. Wherever possible, confidential disclosure of information by students will be honoured, unless the student or someone else is at serious risk of harm.

6 Conclusions

Terapia is committed to providing a safe, healthy and supportive environment for its students, staff, contractors and visitors, free from the effects of alcohol or drugs/substance misuse. This policy attempts to clarify to all how we will manage any issues regarding any drugs or alcohol misuse within our domain. It must be stated that this is not an all-embracing policy and judgements may be taken by Terapia within its overarching philosophy.

7 Appendices

The Legal Position

The Illegal use of Drugs Act 1971 “To restrict the use of drugs which cause harm to the individual or others”. This Act relates to

- a) Possession
- b) Supply
- c) Possession With Intent to Supply Controlled Drugs on Premises of Class A, B and C drugs.

The Health and Safety at Work Act 1974 places a duty of care on employers to ensure that, as far as is reasonably practicable, the health, safety and welfare at work of staff, students and other users of its premises.

Drug's Penalties

The penalties depend on the type of drug or substance, the amount you have, and whether you are a dealing or producing it.

Types of drugs

The maximum penalties for drug possession, supply (selling, dealing or sharing) and production depend on what type or 'class' the drug is.

	Drug	Possession	Supply and production
Class A	Crack cocaine, cocaine, ecstasy (MDMA), heroin, LSD, magic mushrooms, methadone, methamphetamine (crystal meth)	Up to 7 years in prison, an unlimited fine or both	Up to life in prison, an unlimited fine or both
Class B	Amphetamines, barbiturates, cannabis, codeine, ketamine, methylphenidate (Ritalin), synthetic cannabinoids, synthetic cathinones (for example mephedrone, methoxetamine)	Up to 5 years in prison, an unlimited fine or both	Up to 14 years in prison, an unlimited fine or both
Class C	Anabolic steroids, benzodiazepines (diazepam), gamma hydroxybutyrate (GHB), gamma-butyrolactone (GBL), piperazines (BZP), khat	Up to 2 years in prison, an unlimited fine or both (except anabolic steroids - it's not an offence to possess them for personal use)	Up to 14 years in prison, an unlimited fine or both
Temporary class drugs*	Some methylphenidate substances (ethylphenidate, 3,4-dichloromethylphenidate (3,4-DCMP), ethylnaphthidate (HDMP-28), isopropylphenidate (IPP or IPPD), 4-methylmethylphenidate, ethylnaphthidate, propylphenidate) and their simple derivatives	None, but police can take away a suspected temporary class drug	Up to 14 years in prison, an unlimited fine or both

*The government can ban new drugs for 1 year under a 'temporary banning order' while they decide how the drugs should be classified.