



ALCOHOL, TOBACCO AND DRUGS POLICY

Policy number	GO 8
Subject	Alcohol, tobacco and drugs
Policy	<p>Girl Guides Victoria promotes a safe, healthy and secure environment, and all volunteers have a duty of care to the Guides for whom they are responsible.</p> <p>Girl Guides Victoria recognizes the danger that smoking and passive smoking causes to health and has established a policy to ensure that all Girl Guides activities are smoke free. Alcohol, tobacco and drug use procedures must be strictly enforced.</p> <p>Alcohol and tobacco will not be consumed in the presence of youth members under the age of 18.</p> <p>When alcohol is available at an adults only Guiding event, non-alcoholic drinks should also be provided.</p> <p>Smoking is not permitted at any Girl Guides event, activity or function, by any person.</p> <p>No person may smoke whilst wearing Girl Guide uniform or clothing which prominently displays the Guide logo.</p> <p>Illegal substances must not be consumed in any circumstances.</p> <p>Prescription medication may be used when required.</p>
Principles	<p>GGV adheres to Victorian licensing, liquor and drink driving laws and recognises it is illegal for people under 18 years of age to drink or serve alcohol.</p> <p>It is the responsibility of Leaders to encourage youth members not to smoke. Leaders should be aware of the legislation in their State relating to the age requirements for the purchase of cigarettes.</p> <p>Drugs that are illegal under State or Commonwealth law must not be brought onto any property or into a vehicle that is being used for a GGV event, or consumed during a GGV event.</p> <p>Leaders should make themselves familiar with the signs and symptoms of drug abuse and be aware of the resources available in the community that offer assistance to girls and their families.</p>

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	<p>Leaders should consider the safety and privacy of all participants taking prescription medications and any related side effects thereof.</p>
Definitions	N/A
Procedures under this policy	<p>Alcohol No alcohol is permitted when:</p> <ol style="list-style-type: none"> a. members are participating in adventurous activities b. The people present are predominately under the age of 18. <p>In order to participate in adventurous activities, the blood alcohol level of participants must be zero.</p> <p>Alcohol at an adults' only event is permissible if the activity is social and the responsible service of alcohol guidelines are followed.</p> <p>When alcohol is available at an adults' only Guiding event, non-alcoholic drinks must also be provided. If alcohol is to be served at a function then GGV encourages the organisers to consider holding the function at a licensed venue.</p> <p>When alcohol is consumed at a Guide event attended by adults and people under the age of 18, children must be actively supervised by a parent/guardian.</p> <p>All adult members are expected to consume alcohol responsibly.</p> <p>Tobacco GGV does not permit smoking at Guide functions and activities by any person.</p> <p>No person may smoke whilst wearing Girl Guide uniform or clothing which prominently displays the Guide logo.</p> <p>The District Manager will ensure that 'No Smoking' signs are displayed in halls owned by Girl Guides Victoria and should be requested at all other venues used by Girl Guides. If necessary, Leaders can provide a portable 'No Smoking' sign for use during Unit meetings.</p> <p>All Leaders are responsible for ensuring that girl members are not sold or supplied with cigarettes at a Guide event, activity or function. Girl Guides Victoria has established the following procedures to be followed in instances where a girl is found smoking. Options for ongoing action by the</p>

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Leader-in-charge, which must be advised to parents/guardians in advance, may include the following:

- a. Provide a warning.
- b. Provide a second warning if the breach is repeated
- c. Discuss with the parents/guardians to agree on the action to follow; and
- d. Send the member home at her expense or at the expense of her parents/guardians.

Illegal substances

GGV does not expect its volunteers to have the expertise required to identify a substance as legal or illegal. Therefore, if a person has a reaction to something they have consumed it should be treated as a standard first aid incident.

The Leader in Charge must, as soon as is appropriate:

- a. Call an ambulance if applicable;
- b. If the person is a Guide, notify her parents/guardians; and
- c. Ensure that an incident report is filed with the CEO.

If the person is thought to be intoxicated, consideration must be given to the safety of everyone involved, including the person who has consumed the substance, anyone attempting to help the person and others in the immediate area.

Prescribed drugs

All medication must be stored in a secure, appropriate place that is accessible to the Leader and youth member (if self-medicating).

Volunteers who will be responsible for the safety and wellbeing of Guides and other Volunteers must not consume any substance that will impair their ability to perform their role.

GGV's Privacy Policy (GO 41) ensures that no Guide or Volunteer is obliged to disclose either the existence of a medical condition or any medicines they may be taking to treat that condition.

However, in order to comply with this Policy, Volunteers must consider:

- a. the side-effects any medication they take may have on their mental and physical state; and

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	<p>b. how that side-effect will impact their ability to perform their tasks at a Guide event where they have a duty of care to others.</p> <p>Each Volunteer is responsible for understanding the side effects of all medication they consume that will be in effect during a Guide event. This applies to both prescription and over-the-counter medications. If there is any uncertainty, a doctor should be consulted and made aware of the duties the person will be performing while under the medication's influence so that an appropriate assessment of the potential impact of that medication can be made.</p> <p>As an example only, someone who needs medication to help them sleep but then cannot be woken easily during the night should not volunteer to be Leader In Charge or First Aider on a Guide camp, as that medication may prevent her from being able to respond effectively in an emergency situation. Instead she might choose not to take that particular medication while on camp or could offer to serve in a role where that side-effect will not prevent her from meeting her duty of care.</p> <p>Volunteers are responsible for the safe storage of any prescription drugs that they are required to take. If there is no facility for safe storage the drugs need to be surrendered to the First Aider for storage in a confined area. The volunteer must be able to access these drugs whenever she needs to.</p>
<p>Related policies</p>	<p>GO-3 Administration of Medication</p>

Version Information

Version Number	Content Updated	Person Responsible	Date Updated
2.0	GO9 amalgamated with GO8 New policy formatting Version Control section added	P&P	February 2020
1.0	Original		May 2017