



[NAME OF CLUB/COUNTY HERE]

[Website and social media addresses]

Registered charity [add number]

OR

[insert the following] A charity without the need to register

## ***YFC Event Drugs (incl alcohol)/Substances Policy – Operational Plan***

*When developing your plan you should involve the security team, venue and police. The police forces each have their own approaches and operational thresholds. For example, some police forces will only get involved if there is a substantial amount of drugs and cash found on someone, and others have lower thresholds, or some will provide a drug box that SIA security staff will deposit any found drugs into.*

*The police in your area may also take a different approach depending on who they are working with for example different procedures for night clubs to other venues, so it is essential to clarify this with them beforehand. By building a good relationship with them prior to an event, so that they are aware and reassured of the systems you are putting in place, will help if an incident was to take place or if the police attend the event.*

*The SIA security will have procedures and will be able to advise you to develop an operational plan that is reasonable and manageable.*

The purpose of this plan is to highlight the systems to be put into place to

- Protect people from harming themselves through the misuse of drugs
- Protect all attendees from poor intent or harm from others, and to
- Assist the local police in the apprehension of any individual in violation of the law.

1. This plan acknowledges that controlled substances may be present on site and states the steps taken to reduce risks and protect staff and all attendees from harm.
2. This plan is written in line with UK statutes: Misuse of Drugs Act 1971, the Drugs Act 2005.
3. Applicable people include all staff, ticket holders, guests, artists, contractors and attendees **There are no exemptions to this plan.**
4. The **XXX Federation of Young Farmers' Clubs** has a **zero-tolerance** policy towards the use of illegal drugs, and the misuse of prescribed drugs. The **XXX** (venue) has a zero-tolerance approach to the use of drugs on its premises.
5. This includes, but is not limited to:
  - 5.1. Possession of a controlled drug.
  - 5.2. Possession with intent to supply another person.
  - 5.3. Production, cultivation or manufacture of controlled drugs.
  - 5.4. Supplying another person with a controlled drug.
  - 5.5. Offering to supply another person with a controlled drug.



- 5.6. Import or export of controlled drugs.
- 5.7. Allowing premises to be used for the consumption of certain controlled drugs
- 5.8. Possession of any 'legal high', 'research chemicals', 'novel psychoactive substances', 'NPS', 'designer drugs' or 'herbal highs' or other substances used to spike drinks.

## 6. ACTIONS

- 6.1. All volunteers and contractors should be vigilant and look out for signs of drug use, drug dealing, and the effects and symptoms of spiked drinks.
  - 1.1. Preventative measures such as amnesty boxes and police drug dogs can be employed to prevent drugs and substances entering an event.
  - 1.2. If any drugs or substances are found on an individual the person should be held by SIA security personnel and the Head of Security, and the venue Duty Manager should be informed to attend the incident immediately.
  - 1.3. Should any illegal substances be found, items will be seized by SIA personnel immediately. Quantities are irrelevant. ***The substances to be placed in the Drugs Safe at the Venue.***
  - 1.4. The venue Duty Manager will make the judgment whether to eject the individual concerned or detain for the police; this will be evaluated by the amount of illegal substance that is seized.
    - 1.1. If needed, the individual and the substance to be handed directly to XXX Police, and the incident will be then managed by the responding Police personnel.
    - 1.2. All cases involving the drugs will be reported back to the YFC Event Management, including as much information as is known. The incident should be reported to the YFC County Designated Safeguarding Officer (DSO). County DSO's should report the incident to the NFYFC Head of Safeguarding.
    - 1.3. If any drugs/substances are found on the premises, SIA personnel should be alerted immediately, and the security contractors will manage and deal with this in accordance with the policies in place at the venue; this will always include reporting the incident to the Head of Security and Duty Manager.
    - 1.4. All drug related incidents will be logged by the Head of Security and Event Manager; where and if possible, CCTV stills should be taken of the individuals questioned.
    - 1.5. XXX Federation of Young Farmers' Clubs, their employees, their contracted security and the venue will work with XXX Police on identifying and enabling the chastisement of potential drug misuse.
    - 1.6. It is at the discretion of the XXX Federation of Young Farmers' Clubs. Police and Security Personnel if this person will then be allowed to re-enter the site. This will be managed based on intelligence from the Police, Duty Manager and the Head of Security.
    - 1.7. Following the event, the XXX Federation of Young Farmers' Clubs, will work with the police authorities and assist with any investigations. The county federation may also conduct an internal investigation under the YFC behaviour policy and take internal actions to safeguarding its events and its members from exposure to drugs. Sanctions may be applied to those involved in carrying, using, misusing or dealing drugs at a YFC event. Sanctions may include denying entry (or ticket purchases) for some events for a period of time, or for YFC members, removal of membership may be appropriate.

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# **EVENT ALCOHOL POLICY – Operational Plan for [add event name here]**

## **1. Purpose**

- 1.1. YFC has a commitment to ensure the health and safety and wellbeing of all YFC members; recognising the risks that may be caused by the misuse of alcohol. NFYFC does not condone the misuse of alcohol and this policy has been developed to :
  - 1.1.1. Prevent drunkenness leading to crime, disorder and abuse of staff, volunteers, YFC members and members of the public.
  - 1.1.2. Prevent self-harm as a result of excessive consumption (e.g slips, trips, exposure to sun and cold, irrational behaviour etc).
  - 1.1.3. Prevent underage drinking.
  - 1.1.4. Provide staff with information of the law when working with young people who are using alcohol.
  - 1.1.5. Balance disciplinary action with appropriate support for members who misuse it.

## **2. Operational**

- 2.1. The promoter and the venue has agreed a Drinks Service Policy, which is:-
  - 2.1.1. We will not sell spirits in quantities greater than a double normal serve measure (max. 50ml) in one glass.
  - 2.1.2. We will not mix spirits in the same glass other than as part of recognised cocktails.
  - 2.1.3. We will not serve spirits into draught alcohol products e.g. pour a measure of whiskey into a pint of lager.
  - 2.1.4. We will not stock any product over 50% ABV.
  - 2.1.5. Staff/volunteers working behind the bar will be trained. The training will include a guide to the age verification process and how to refuse to serve someone. Together with compliance with current legislation.
  - 2.1.6. We will refuse service of alcoholic products to those who have already drunk too much.
  - 2.1.7. We will always have free water available at the bar.
  - 2.1.8. We will serve hot food alongside alcohol trade whenever reasonably possible.
  - 2.1.9. We will always practice the Think 25 policy or similar at our events in-line with the licensing requirements.
  - 2.1.10. All alcohol will be sold in plastic bottles/glasses.
- 2.2. The Promoter (XXXXXXX YFC) and the venue management reserve the right to refuse admission to the event.
- 2.3. No under aged drinking is permitted at the venue. Random ID checks will be made when YFC members enter the event.
- 2.4. Acceptable Forms of ID:
  - 2.4.1. Passport or ID card
  - 2.4.2. UK or European Union photo card driving license
  - 2.4.3. A photographic identity card bearing the national Proof of Age Standards Scheme (PASS) hologram
  - 2.4.4. A national identity card issued by a European Union member state (other than the United Kingdom), Croatia, Norway, Iceland, Liechtenstein or Switzerland

2.4.5. Birth Certificate

2.4.6. Shotgun License

2.5. Access to the event is limited to ticket holders only

2.6. Attendees are NOT allowed to bring their own alcohol to be consumed.

2.7. Glass bottles are not permitted on the site.

2.8. Attendees are required to use the bars provided.

### 3. Refusals

3.1. If bar staff suspect that someone might be underage, they will ask for ID before serving.

3.2. If bar staff deem an attendee to be too drunk, they will refuse to sell alcohol them until they have sobered up and are no longer a danger to themselves.

3.3. Refusals are overseen by the bar manager who is responsible for each bar and the bar staff working on that bar.

3.4. Bar Managers will brief their bar staff on refusal protocol upon initial training.

3.5. Bar Managers will inform the Event Manager of any refusals at the first appropriate opportunity.

### 4. Organisers procedure for dealing with drunkenness or a vulnerable person

4.1. Should you find any members or guests to be in a vulnerable state (e.g. Drunk person on their own, intoxicated or confused person) then:

4.1.1. Speak to the individual with 2 clear aims:

4.1.1.1. 1. Establish if they are injured – if yes refer to seek medical attention.

4.1.1.2. 2. Establish if they are in a vulnerable state – if yes see below

#### 4.2. **Step 1: Individual is intoxicated/vulnerable:**

4.2.1. Contact security or ask for another member of the organiser's team to assist

4.2.2. Make them comfortable, be calm, try not to distress the person

4.2.3. Attempt to find their friends (if yes go to step 2)

4.2.4. Offer them a glass of water, if necessary escort to toilets or outside for fresh air

4.2.5. Stay with the person but don't crowd them

4.2.6. Our objective is to ensure the safe return home of the person, with minimum discomfort and distress to the individual. If it is possible to care for the individual until they are capable of making their own way home, then obviously this would be the action to take.

#### 4.3. **Step 2: Individual's friends are in venue:**

4.3.1. Friends/senior members of his/her YFC Club should assist the steward on duty in monitoring the person concerned to ensure that they do not cause injury to themselves or to others whilst under the influence of alcohol.

4.3.2. If friends are drunk and incapable or unwilling to look after their friend - go to step 3.

4.3.3. With the friends decide the best action:- either ask them to take their friend home; arrange for the YFC member to be escorted home; or call the parents if appropriate to see if they will collect.

#### 4.4. **Step 3: Individual's friends are unreachable:**

4.4.1. Event organiser and SIA staff to call for an ambulance.

4.4.2. Alternative solutions could include:



- 4.4.2.1. Contact parents/ICE contact if appropriate so see if they will collect
  - 4.4.2.2. Establish address and arrange safe method home
  - 4.4.2.3. Contact the Police. NOTE: Calling the Police must be the last resort as this will lead to the individual being cared for but most likely also charged with being drunk and incapable.
- 4.5. Accurate and factual recording of all information on an incident report is very important and must be completed – the SIE security should do this and provide the organiser with a copy of the report.

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