

Drugs & Alcohol Policy

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The Charity Trustees of Pier Avenue Baptist Church have approved this Policy and will review it accordingly.

Approved by the Trustees:	13 th July 2026
Approved by the Church Members:	27 th September 2026

1. Summary of Changes

This procedure document comprises a review and extension of a previous Drugs and Alcohol Notice for the Enfold Project, a PABC group.

2. What this Procedure is about

This procedure is designed to set out standards and expectations in relation to drugs and alcohol and its use on the PABC church premises, including its building, grounds and garden. It covers trustees, members, staff and attendees of the church, visitors to and users of its building, whether for worship or other groups, activities or meetings. It explains the actions that should be taken in the event of individuals breaking this policy.

Compliance with this procedure and any governing policy is mandatory

3. Policy Detail

Use of Alcohol and Drugs

3.1 Upon arrival

- No person - either group leader(s) or attender(s) - entering the PABC building should be under the influence of alcohol or illegal drugs when arriving for their sessions.
- No person - either group leader(s) or attender(s) - entering the PABC building should be under the influence of alcohol or illegal drugs when arriving for their sessions.
- Neither alcohol nor illegal drugs are allowed on to PABC premises.

3.2 Inside the building

- It is forbidden to smoke a cigarette or cigar, to vape an e-cigarette, or for alcohol or illegal drugs to be consumed in the building by anyone
- The celebration of Communion during worship does not include alcohol.

3.3 Possible examples of this policy being broken

- Somebody may smoke a cigarette or take an illegal drug in the toilet.
- Somebody may have alcohol or an illegal drug in their pocket or bag and consume it when they think that nobody is looking.

3.4 Action to be taken if policy is breached

3.4.1 State of people upon arrival

- If anyone is believed to be under the influence of alcohol or an illegal drug when they arrive at the PABC building and are deemed to be unmanageable, the trustee or group leader should not allow them to enter the building

3.4.2 Inside the PABC building

- Anyone found smoking a cigarette or cigar or vaping an e-cigarette in the building must be told not to do so again. If the same person is found smoking or vaping a second time, they must receive a ban on re-entering for four weeks. If the same person smokes or vapes in the building following this temporary ban, they must receive another four-week ban.

- Anyone found drinking alcohol on the premises must be told to leave by a trustee or group leader and receive a ban on re-entering for four weeks. If the same person is found drinking alcohol on the premises again following a temporary ban, they must receive a permanent ban.¹
- Anyone found taking illegal drugs on the premises must be told to leave the building by a trustee or group leader and receive a ban for re-entering for four weeks. If the same person is found taking illegal drugs on the premises after a temporary ban, they must receive a permanent ban.²
- Anyone found dealing drugs (legal or illegal) on the premises must be told to leave the premises by a trustee or group leader and must receive an immediate permanent ban.³ The church trustees also reserve the right to inform the police in this instance. A group leader can also do this if they think it appropriate.
- If someone becomes aggressive, the church trustees reserve the right to call the police. A group leader can also do this if they think it appropriate.
- An occasion of someone found drinking alcohol or taking illegal drugs inside the PABC building must be recorded by a trustee or group leader and a copy sent to the Leadership Team. (Please see Incident Form in Appendix). This should be kept with that group's records.

3.5 Communication of the Drugs and Alcohol guidelines to users of and visitors to the PABC Premises

- A PABC Drug and Alcohol Policy notice will be displayed in every toilet room. (See Appendix.)
- All new group leaders and hirers of the building will be advised of this policy. Any queries or concerns regarding alcohol and illegal drug use can be raised with the Hiring Administrator if appropriate.
- The implementation of this policy and subsequent reviews of it will be presented by the PABC trustees and voted upon by PABC members at the PABC Church Members' Meeting.

3.6 Medicine

- Users of or guests to the PABC building may need medication for short or long-term health issues. These medications should be kept securely in the individual's bag or pocket and only taken when necessary for medical reasons or pain relief. They should not be given to anybody else. This includes methadone.

4. Consultation

The following were invited to consult during the formation of this document:

PABC Trustees & PABC Members

5. Records of complaints

This policy will be reviewed every two years to ensure that it remains current with any legislation, guidance from the Charity Commission, or any other lessons learnt through the policy being in operation. On the approach to its two-year anniversary the policy will be identified to the Trustees to ensure that the review takes place and presented to the relevant Trustee meeting for approval, and initial or continued implementation. If areas are identified that require any change to the policy, prior to the two-year review, this should be addressed as soon as practicable.

¹ A permanent ban may be lifted and another chance to be part of the life / activities of the church given upon evidence of a changed life in the person receiving the ban. This decision will be made at the discretion of the Trustees, on a case-by-case basis

² As above

³ As above

6. Governing Policy

Related policies / procedures:

- Health and Safety Policy

7. Data Security

7.1 Pier Avenue Baptist Church has measures in place to protect the security of data in accordance with our Data Protection Policy.

7.2 Retention & Disposal of Records

- Pier Avenue Baptist Church will hold data in accordance with our Data Retention Policy
- We will only hold data for as long as necessary for the purposes for which it was collected. PABC take the protection of personal data seriously.

8. Other source documents

Other documents, e.g. legislation, Charity Commission Guidance, partnership agreements (if applicable)

Appendix

Breaching of Policy Escalation Table

Action	First Breach	Subsequent Breach
Smoking or vaping inside the PABC building	Told not to do so	Four-week ban from the premises every time found smoking
Drinking of alcohol on the PABC premises	Four-week ban from the premises	Permanent ban from the premises ⁴
Taking of illegal drugs on the PABC premises	Four-week ban from the premises	Permanent ban from the premises ⁵
Dealing of legal or illegal drugs on the PABC premises	Permanent ban from the premises ⁶	N / A

⁴ A permanent ban may be lifted and another chance to be part of the life / activities of the church given upon evidence of a changed life in the person receiving the ban. This decision will be made at the discretion of the Trustees, on a case-by-case basis

⁵ As above

⁶ As above

Pier Avenue Baptist Church Incident Report

Name:

(of person completing this form)

Role:

(of person completing this form, e.g. Church Trustee, group leader)

Nature of incident and names of persons involved:

(e.g. person found consuming alcohol on the church premises)

Action taken and by whom:

Any further details:

Date and (approximate) time of incident:

Date form completed:

Drugs and Alcohol Policy Notice

- It is forbidden for alcohol or drugs (other than prescribed medication) to be brought onto the church premises.
- It is forbidden to smoke cigarette or cigars or to vape e-cigarettes in the church building.
- Anyone found to be drinking alcohol or taking illegal drugs on the church premises will be banned from the premises for four weeks.
- Anyone found to be dealing legal or illegal drugs on the church premises will receive a permanent ban and we reserve the right to inform the police.
- Those considered to be under the influence of alcohol or illegal drugs will be told to leave.

Thank you.
The Trustees of PABC.

Approved by the Church Trustees, 13-07-26
Approved by the Church Members, 27-09-26