

Scottish Fencing

Policy Statement – Consumption of Alcohol by Staff

Policy Statement Regarding the Regulation of Consumption of Alcohol by Scottish Fencing Staff Whilst Participating in Positions of Responsibility on Youth Squad Trips

1. Definitions

- 1.1. “SF Staff” or “Staff” includes any adult who has accepted a position of responsibility on a SF youth trip. SF Staff include both paid staff and volunteers.
- 1.2. “SF Youth Trip” is any youth squad trip (including U20 trips) organised by Scottish Fencing in which fencers under the age of 18 are participating. This does not include senior squad trips where squads may include some fencers under the age of 18. Under such circumstances, whilst SF recognises its duty of care responsibilities to the squad members under the age of 18, it will agree case-by-case arrangements with parents or guardians to ensure the provision of the duty of care.
- 1.3. “Team Manager” (TM) is the designated Team Manager for the trip. If the position changes (e.g., because of offset travel arrangements) all SF Staff accompanying the trip will be informed. Every SF Youth Trip will have a designated Team Manager for the duration of the trip.

2. Purpose of the Policy Statement

- 2.1. This Policy Statement aims to provide unequivocal direction to SF Staff regarding consumption of alcohol by Staff on SF Youth Trips. It defines behaviours which are and which are not acceptable, the way in which behaviours will be managed by the TM and the consequences of the failure to comply with the Policy.

3. Underpinning Principles

- 3.1. Any SF Staff member who is not expressly off-duty (see Section 5) may be required, at any time, to make decisions which affect the welfare of children for whom they have responsibility. As the consumption of any amount of alcohol could impair such judgement, any consumption of alcohol by SF Staff who are not defined as off-duty is proscribed by this policy.
- 3.2. This Policy recognises the Children 1st Guidelines in general and specifically that staff on squad trips should represent, “an excellent role model including not smoking or drinking alcohol in the company of children”.

3.3. It is acknowledged that some squad trips are of long duration. Furthermore, SF Staff, particularly those accompanying the trip in volunteer capacities, may wish to have some time off-duty. However, SF Staff should not assume that they have a right to any off-duty periods on trips. The decision to allocate off-duty periods for individuals will be made by the TM and their decision is final.

4. Policy Objectives

4.1. The Policy aims to assure the welfare of youth squad members and to cultivate a healthy environment for the squad in which consumption of alcohol by Staff plays no part.

5. The Policy

5.1. All SF Staff will indicate their Agreement with the specific trip Code of Conduct (CoC) by signing the CoC prior to departure. The CoC will include this Policy Statement regarding consumption of alcohol.

5.2. The TM alone has the authority to define which staff are “On-duty” and which, if any, are “Off-duty”. The TM will instigate an appropriate means of recording consent to staff altering their duty status, and for the staff correspondingly to acknowledge the consent and any associated terms (eg by exchange of text messages or emails).

5.3. If Staff are not designated as “Off-duty” by the TM, they may not consume any alcohol.

5.4. If Staff are designated as “Off-duty” they may consume alcohol in moderation, such that they are completely free of any influence of alcohol by the time they are required to resume an “On-duty” status.

5.5. If Staff are “Off duty” they must avoid consuming alcohol in the presence of members of the squad.

6. Actions in the Event of a Policy Breach

6.1. Consumption of Alcohol by Staff Whilst “On-Duty”

6.1.1. Staff who are found to be consuming alcohol whilst “On Duty” will be permanently removed from any position of responsibility for the remainder of the trip. The TM will prepare a report for the CEO who will consider further disciplinary action after the trip.

6.2. Excessive Consumption of Alcohol Whilst Officially Off Duty

6.2.1. If Staff are considered to have consumed alcohol beyond what the TM considers “Moderate” they will be reprimanded by the TM and withdrawn from any official role duty of care for a period at the TM’s discretion. Following the trip, a written report of any transgression will be made by the TM and sent to the CEO who will decide if further disciplinary action is merited.

6.3. “Off-duty” Staff setting a bad example to squad members by drinking alcohol in the company of squad members

6.3.1 If Staff are, in the opinion of the TM, seen to be setting a bad example to squad members by consuming alcohol in their presence, the TM will warn the Staff member to alter their behaviour immediately. Any continuing breach will be progressed by the TM to disciplinary action as appropriate.

6.4 Any history of Policy breach will be taken into account by SF management in the selection of Staff for future trips.