

Alcohol, Tobacco and Illicit Drug Policy

Purpose:	The purpose of this policy is to prevent the possession, use, sale and distribution of alcohol, tobacco and illicit drugs and related implements by students whilst attending school or at a school-related activity.	
Scope:	All students, including those aged 18 years and over, and parents	
Status:	Draft	Supersedes: Nil
Authorised by:	Click here to enter text.	Date of Authorisation: [Click here to enter a date]
References:	<ul style="list-style-type: none"> • Tobacco and Other Smoking Products Act 1998 (Qld) • Liquor Act 1992 (Qld) • Australian Privacy Principles • The BUSY School Enrolment Agreement • TBS WHS Policy • TBS Code of Behaviour for Students • TBG Privacy Policy 	
Review Date:	Every 2 years	Next Review Date: 13 Aug 2022
Policy Owner:	Health, Safety & Quality	

Policy statement

BUSY Schools has a zero tolerance policy towards student use, possession, sale and distribution of alcohol, tobacco and illicit drugs and related instruments whilst attending school or at school-related activities.

Action plan

If BUSY Schools becomes aware, or reasonable suspects, that a student has alcohol, tobacco or illicit drugs at the school or at a school-related activity, the school will take the following action, as appropriate in the circumstances:

- Firstly, ensuring the safety of the student/s concerned.
- Confiscate the substance and/or implement if appropriate.
- Interview the student/s (be mindful they can refuse to speak until a legal guardian is present)
- Contact the student/s' parents.
- Report the matter to the police if appropriate.
- Offer appropriate support to any student involved in the matter.
- Implement any other consequences or actions that might be appropriate in the circumstances, including possible disciplinary action.
- Consider the need to communicate the incident to employees, students and parents, taking into account the privacy of the student/s and family concerned, the Australian Privacy Principles and the duty of care the school owes to other students.
- Record the incident on the student file
- Record the incident within the Incident reporting tool and investigate accordingly.

Reporting to Police

BUSY Schools will report relevant matters to the Police when it is in the student's or school community's best interests, as well as when:

- A student is trafficking drugs in the school
- A student is incorrigibly taking drugs in the school.

The Principal will be responsible for reporting all matters to the Police and providing further follow up as requested.

Searching and confiscating property

In accordance with The BUSY Schools Enrolment Agreement and Code of Behaviour for Students, the school will search a student's property, including lockers and bags, and may confiscate banned items, when it believes it is appropriate in the circumstances.

When items have been confiscated, BUSY Schools will take the following action:

1. if the police have been involved in the matter, give it to them
2. if the substance is inherently dangerous, hand over to the police
3. if possession of the substance is illegal, hand over to the police
4. if none of the three scenarios above applies, give it to the student or to those who are responsible for the student.

Definitions

- Illicit drugs: are taken to include illegal drugs and related implements, as well as legal drugs and substances being used for non-medical (i.e. recreational) purposes. Examples would include cannabis, dexamphetamine used for non-medical purposes and inhalants such as spray paints.

Responsibilities

School responsibilities

BUSY Schools acknowledges its responsibility to:

- Develop and implement this Policy to help ensure the safety of students
- Communicate this Policy to students, parents and employees
- Keep appropriate records, monitor and report on any issues related to the use, possession, sale or distribution of alcohol, tobacco and illicit drug or related implements at the school or at school-related activities
- Encourage students, parents and employees to contribute to a healthy school culture.

Employee responsibilities

BUSY Schools employees have a responsibility to:

- Uphold the school's Policy on this issue
- Try to prevent and appropriately respond to any instances of use, possession, sale or distribution of alcohol, tobacco or illicit drugs or related implements at the school or at school-related events, in accordance with this Policy and other relevant BUSY Schools policies
- Report any matters of concern to the Principal.

Parent responsibilities

BUSY Schools parents have a responsibility to:

- Read and understand, and ensure their child reads and understands, this Policy
- Ensure, as far as possible, that their child does not use, possess, sell or distribute alcohol, tobacco or illicit drugs or related implements at the school or at school-related events.

Student responsibilities

BUSY Schools students have a responsibility to:

- Not use, possess, sell or distribute alcohol, tobacco or illicit drugs or related instruments whilst at school or attending school-related activities
- Follow this Policy and related documents from BUSY Schools.

Implementation

BUSY Schools has for zero tolerance the use of illicit drugs, tobacco and alcohol while on school premises.

Compliance and monitoring

BUSY Schools wants to ensure the safety of their students, staff, employees and others who may enter the school premises or attend a school activity. To achieve this BUSY Schools will remain vigilant when it comes to poor decisions in relation to Illicit Drugs. Staff are educated on this Policy and the requirements for Student Behaviour to ensure the safety and welfare is protected. Students are provided a copy of this Policy at enrolment and provided ongoing training in their behaviour requirements.

BUSY Schools will support a student who has identified an Illicit Drug problem with recommendations to outside resources and also in-house support.



This Policy will be reviewed on a two yearly timeframe or if a matter arises prior.

Staff will monitor student behaviour and compliance to this Policy and direction, and any discrepancies identified will be reported and investigated accordingly.

BUSY Schools will record all breaches of the Student code of Behaviour in Compass and update such breaches to student records. All incidents involving harm to others will be recorded in The BUSY Group online reporting tool and submitted to the Group HSQ Manager for review.

All matters escalated to the Police will be reported to BUSY Schools Board by the Principal.