

## The BUSY School Ltd

### Alcohol, Smoking Products, and Illicit Drug Policy

<b>Purpose:</b>	The BUSY School is committed to preventing the possession, use, sale and distribution of alcohol, smoking products, illicit drugs and related implements by students whilst attending school, at a school-related activity or whilst wearing school uniform.		
<b>Scope:</b>	All students, including those aged 18 years and over, employees and parents.		
<b>Status:</b>	Approved	<b>Supersedes:</b>	N/A
<b>Authorised by:</b>	Board Chair	<b>Date of Authorisation:</b>	26/04/2023
<b>References:</b>	<ul style="list-style-type: none"> <li>• <i>Work Health and Safety Act 2011</i> (Qld)</li> <li>• <i>Work Health and Safety Regulations 2011</i> (Qld)</li> <li>• <i>Education (accreditation of Non-State Schools) Act 2017</i> (Qld)</li> <li>• <i>Education (Accreditation of Non-State Schools) Regulation 2017</i> (Qld)</li> <li>• <i>Tobacco and Other Smoking Products Act 1998</i> (Qld)</li> <li>• <i>Liquor Act 1992</i> (Qld)</li> <li>• <i>Privacy Act 1988</i></li> <li>• The BUSY School (TBS) Student Code of Conduct</li> <li>• TBS Complaints Handling Policy</li> <li>• TBS Enrolment Agreement</li> <li>• TBS First Aid Policy</li> <li>• TBS Privacy Policy</li> <li>• TBS Work Health and Safety Policy</li> </ul>		
<b>Review Date:</b>	Bi-Annually	<b>Next Review Date:</b>	26/04/2025
<b>Policy owner:</b>	The BUSY School Ltd - Board of Directors		

### Policy Statement

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

### Definitions

- **Alcohol:** means liquor as defined in the *Liquor Act 1992* (Qld)
- **Smoking Product:** means a tobacco product, herbal cigarette, electronic cigarettes also known as e-cigarettes, e-cigars, vape pens, personal vaporiser, or personal vaporise product.
- **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, mood-altering medication (e.g. anti-depressants), or sedatives, used for **non-medical** purposes and inhalants such as spray paints.

### Action Plan

If The BUSY School becomes aware, or reasonable suspects, that a student has alcohol, smoking products 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.
- Assess if first aid treatment is required and call emergency services accordingly.
- Confiscate the substance and/or implement if appropriate. Label with date, time and lock away.
- Interview the student/s, advising them though they have the right to wait until their parent/carer-legal guardian is present.

- Contact the student/s parents/carers.
- Hold a meeting with the student's parent/carer to discuss appropriate action.
- 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/carers, taking into account the privacy of the student/s and family concerned, The BUSY School Privacy Policy and the duty of care the school owes to other students.
- Record the incident on the student file via the Compass chronicle.
- Also record the incident via Folio in the HIVE for investigation

### **Reporting to Queensland Police Service**

The BUSY School will report relevant matters to the Police when the student has broken the law. The Campus Principal in consultation with the Executive Principal will be responsible for reporting all matters to the Police and providing further follow up as requested. The CEO is advised if the Police have been contacted.

### **Confiscating Property**

When items have been confiscated, The Campus Principal in consultation with the Executive Principal 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, give it to the police
3. if possession of the substance is illegal, give it to the police or destroy it
4. if none of the three scenarios above applies, give it to the person/s responsible for the student.
5. In all instances ensure all items are itemised and recorded.

## **Responsibilities**

### **School Responsibilities**

The BUSY School acknowledges its responsibility to:

- Develop and implement this Policy to help ensure the safety of students.
- Communicate this Policy to students, parents/carers 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/carers and employees to contribute to a healthy school culture.

### **Employee Responsibilities**

At The BUSY School employees have a responsibility to:

- Uphold the School's Policy on this issue.
- Discourage and appropriately respond to any instances of use, possession, sale or distribution of alcohol, smoking products or illicit drugs or related implements at the school or at school-related events, in accordance with this Policy.

### **Parent Responsibilities**

At The BUSY School parents/carers have a responsibility to:

- Read and understand, and ensure their young person reads and understands this Policy.
- Ensure, as far as possible, that their young person 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

At The BUSY School students have a responsibility to:

- Not use, possess, sell or distribute alcohol, smoking products, illicit drugs or related instruments whilst at school, wearing school uniform or attending school-related activities.

## Implementation

- All Staff are provided with a copy of this Policy at the commencement of employment. This policy is made readily available for all staff.
- Students are provided a copy of this Policy at enrolment and provided ongoing training in their behaviour requirements.
- The Policy is also available for all students, parents/careers, and the community on our school website.

The BUSY School 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 The BUSY School will remain vigilant when it comes to poor decisions in relation to alcohol, smoking products and illicit drugs. Staff are educated and updated annually on this Policy and the requirements for student behaviour to ensure the safety and welfare is protected.

The BUSY School will support a student who has identified an illicit drug problem with recommendations to outside resources and in-house support.

All matters escalated to the police will be reported to The BUSY School Board by the CEO.

## Compliance and Monitoring

The BUSY School will keep appropriate records, monitor and report on alcohol, smoking products and illicit drugs. The BUSY School is committed to protecting students and staff from breaches of this policy and to responding appropriately should such a breach occur, including possible disciplinary action.

This Policy will be reviewed bi-annually or sooner if required.

Staff will monitor student behaviour and compliance to this Policy and direction, and any discrepancies identified will be reported and investigated accordingly by the Campus Principal in conjunction with the Executive Principal.

The BUSY School will record all breaches of the Student Code of Conduct in Compass (The BUSY School Student Management System) and update such breaches to student records. All incidents involving harm to others will be recorded in The BUSY School reporting tool The HIVE and submitted to The BUSY School Compliance and Risk Officer and HSQ Manager for review.

## Version Control

Version no.	Date Effective	Approved by	Changes
1.0	August 2020	<ul style="list-style-type: none"> <li>• Approved by TBS Board of Directors</li> </ul>	<ul style="list-style-type: none"> <li>• Initial draft version</li> </ul>
2.0	April 2023		<ul style="list-style-type: none"> <li>• Reviewed against ISQ template</li> <li>• Tobacco changed to Smoking Products</li> <li>• Updated definitions and terms</li> <li>• Updated references</li> </ul>