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Policy Document

# Alcohol, Tobacco and Illegal Substances Policy

| Alcohol, Tobacco and Illegal Substances Policy   |  | Policy Reference No. BUS00022               |
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| <b>Policy Implementation Date:</b><br>23/09/2019 | <b>Review Date and Frequency</b><br>11/09/2023<br>Biennially | <b>Responsible for Review:</b><br>Principal |



# Alcohol, Tobacco and Illegal Substances Burnett Youth Learning Centre

## Alcohol, Tobacco & Illegal Substances Policy

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|-----------------------|--|---|
| <b>Purpose:</b>       | The purpose of this policy is to prevent the possession, use, sale and distribution of alcohol, tobacco and illegal substances and related implements by students whilst in transit, attending the program, or at a program-related activity.  |   |
| <b>Scope:</b>         | All students, including those aged 18 years and over, and parents.   |   |
| <b>Status:</b>        | Review   | <b>Supersedes:</b> Previously named – Alcohol, Tobacco and Illicit Drugs Policy |
| <b>Authorised by:</b> | Principal  | <b>Date of Authorisation:</b> 12/9/2023   |
| <b>References:</b>    | <ul style="list-style-type: none"><li>• Tobacco and Other Smoking Products Act 1998 (Qld)</li><li>• Liquor Act 1992 (Qld)</li><li>• Australian Privacy Principles</li><li>• Burnett Youth Learning Centre Student/Parent Handbook</li><li>• Burnett Youth Learning Centre Student/Parent Agreement</li></ul> |   |
| <b>Review Date:</b>   | Every 2 years  | <b>Next Review Date:</b> 06/09/2025   |
| <b>Policy Owner:</b>  | Principal  |   |



# Alcohol, Tobacco and Illegal Substances

## Burnett Youth Learning Centre

### Policy Statement

Burnett Youth Learning Centre (BYLC) has a zero tolerance policy towards a student's use, possession, sale and distribution of alcohol, tobacco (and tobacco-related products, including e-cigarettes and vapes) and illegal substances and related instruments whilst attending school or at school-related activities.

### Action plan

If the BYLC becomes aware, or reasonably suspects, that a student has alcohol, tobacco or illegal substances in transit, at school or at school-related activities, the school will take the following action, as appropriate in the circumstances:

- Reasonable suspicion is determined by indicators, such as smell, change of behaviour, report, indicative of involvement in activity which would be deemed as an infringement of this policy.
- Firstly, ensuring the safety of the student/s concerned.
- Confiscate the substance and/or implement if appropriate.
- Interview the student/s.
- Contact the student/s' parents/carers.
- 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 *Australian Privacy Principles* and the duty of care its program owes to other students.

### Reporting to Police

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

- A student is trafficking illegal substances whilst at school.
- A student is incorrigibly taking illegal substances whilst at school.

### Searching and Confiscating Property

In accordance with the BYLC's Student/Parent Handbook/Agreement, the school will search a student's property, including bags, and may confiscate banned items, when it believes it is appropriate in the circumstances. Students will be encouraged to participate in the recovery of prohibited substances through support strategies, but where failure to comply with supported intervention warrants the need for a search and/or confiscation, this will be undertaken. Parents will be advised.



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When prohibited substances have been surrendered or confiscated, the BYLC will take the following action:

- If the police have been involved in the matter, give it to them.
- If possession of the substance is illegal, consult with police, and follow their instructions.
- If the substance is inherently dangerous, and it is safe and appropriate to do so, destroy it.
- If none of the three scenarios above applies, parents/carers will be contacted and requested to attend school to assist with the management of this situation, including retrieval of related material if not passed over to the police.
- It is noted that if a vape is confiscated, it will not be returned to the student, only to parents/carers.

## DEFINITIONS

### Illegal Substances

- Are taken to include illicit 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;
  - non-prescribed unregulated e-cigarettes/vapes; or
  - inhalants such as spray paints and deodorants.

## RESPONSIBILITIES

### School Responsibilities

The BYLC 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 illegal substances or related implements in transit to and from school, at school or at school-related activities.
- Encourage students, parents/carers and employees to contribute to a healthy community and school culture.



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### Employee Responsibilities

At the BYLC, 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 illegal substances or related implements in transit to and from school, at school or at school-related events, in accordance with this policy and other relevant BYLC's policies.

### Parent Responsibilities

At the BYLC, parents/carers 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 illegal substances or related implements in transit to and from school, at school or at school-related events.
- Attend the school, or make arrangements for an emergency contact to attend in lieu of the parent/carer, in accordance with the management of incidents related to infringements in this policy.
- Accept that the minimum disciplinary action for infringement of this policy will be a 1 day suspension, notified by phone or text message (where phone contact cannot be made).

### Student Responsibilities

At the BYLC, students have a responsibility to:

- Not use, possess, sell or distribute alcohol, tobacco or illegal substances or related instruments in transit to and from school, whilst at the school or attending any school-related activities.
- Willingly participate in the process of investigation for suspicion or confirmed conduct which is identified as an infringement of this policy.

### Implementation

BYLC will take the following steps to implement this policy:



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1. Initially with open and transparent communication at enrolment, disclosure of any substance use is provided and support mobilised.
2. Policy awareness provided to students and care givers during Induction/Orientation and as often as necessary concurrent with incident management.
3. Reporting of incidents entered into Sentral by staff who suspect or confirm use, possession, supply or distribution of alcohol, tobacco, illegal substances or related instruments.
4. Policy reinforced by behaviour management strategies including, but not limited to, suspensions and exclusions.
5. Youth Support Worker deployed to work proactively and subsequently to an infringement of the policy.
6. Student education through personal development sessions.

### **Compliance and Monitoring**

- All students and parents/carers will be made aware of Queensland Law through the process of enrolment, individual consultations, and group information dissemination and in accordance with updated regulations.
- Alcohol, tobacco and illegal substances are prohibited on buses, at school or at school-related activities. A minimum 1-day suspension will be issued for suspected or confirmed use, possession, sale or distribution of these substances. Disciplinary action will be commensurate with the severity and frequency of infringement in policy, and may result in exclusion from BYLC.
- It is acknowledged that some of our students enrol with substance addictions. BYLC support staff are vigilant in supporting students and parents in the management of these addictions. Accurate record keeping is achieved through noting incidents and pastoral care/support in Sentral.
- Together with the school leadership team, the support staff manage and monitor incidents.
- Sharing of incident reports with staff and external agencies as is necessary for the safety of the student and peers, and to maintain the good order of the school, in accordance with Privacy Policy and mandatory reporting obligations, will occur as required.
- Any policy amendment will be reflected in the Student/Parent Handbook and parents/carers notified of these changes.