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Policy Document

Alcohol, Tobacco and Illegal Substances Policy

Alcohol, Tobacco and Illicit Drugs Policy		Policy Reference No. BUS00022
Policy Implementation Date: 23/09/2019	Review Date and Frequency: 11/09/2023 Biennially	Responsible for Review: Principal



Alcohol, Tobacco & Illegal Substances 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 the program or at a program-related activity.	
Scope:	All students, including those aged 18 years and over, and parents.	
Status:	Review	Supersedes: Previously named - Alcohol, Tobacco and Illicit Drugs Policy
Authorised by:	Principal	Date of Authorisation: 12/09/2023
References:	<ul style="list-style-type: none">• <i>Tobacco and Other Smoking Products Act 1998 (Qld)</i>• <i>Liquor Act 1992 (Qld)</i>• <i>Australian Privacy Principles</i>• Burnett Youth Learning Centre Student/Parent Handbook• Burnett Youth Learning Centre Student Agreement	
Review Date:	Every 2 years	Next Review Date: 06/09/2025
Policy Owner:	Burnett Youth Learning Centre	



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 illicit drugs and related instruments whilst attending school or at school-related activities.

Action plan

If BYLC becomes aware, or reasonably suspects, that a student has alcohol, tobacco or illicit drugs at school or at school-related activities, 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
- 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 programs owes to other students.

Reporting to Police

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 drugs whilst at school
- A student is incorrigibly taking drugs whilst at school.

Searching and Confiscating Property

In accordance with 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.

When items have been confiscated, the BYLC 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, destroy it
3. If possession of the substance is illegal, destroy it
4. If none of the three scenarios above applies, give it to the student or to those who are responsible for the student.



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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

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 illicit drug or related implements at school or at school-related activities
- Encourage students, parents/carers and employees to contribute to a healthy school culture.

Employee Responsibilities

At 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 illicit drugs or related implements at school or at school-related events, in accordance with this policy and other relevant BYLC's policies.

Parent Responsibilities

At 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 illicit drugs or related implements at school or at school-related events.

Student Responsibilities

At the BYLC, students have a responsibility to:

- Not use, possess, sell or distribute alcohol, tobacco or illicit drugs or related instruments whilst at the school or attending any school-related activities.



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Implementation

BYLC will take the following steps to implement this policy:

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 or supply of prohibited substances.
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

- Students with parental consent to smoke tobacco are required to sign out of and in to school grounds – zero tolerance to smoking on school grounds
- Accurate record keeping regarding incidents and pastoral care/support is achieved through data entry in Sentral
- The student support team, together with the school leadership team, collate and monitor incidents
- Sharing of incident reports with staff and external agencies is necessary for the safety of the student and peers with appropriate levels of consent via phone or interview.