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Policy Document

Alcohol, Tobacco and Illicit Drugs Policy

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Policy Implementation Date:	Review Date and Frequency	Responsible for Review:
23/09/2019	23/04/2026 Biannually	Principal



Alcohol, Tobacco and Illicit Drugs

Burnett Youth Learning Centre

Alcohol, Tobacco & Illicit Drugs Policy

Purpose:	The purpose of this policy is to prevent the possession, use, sale and distribution of alcohol, tobacco and illicit drugs and related paraphernalia 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: Previous
Authorised by:	Principal	Date of Authorisation: 23/04/2024
References:	• Tobacco and Other Smoking Products Act 1998 (Qld) • Liquor Act 1992 (Qld) • Australian Privacy Principles • Burnett Youth Learning Centre Student/Parent Handbook • Burnett Youth Learning Centre Student Agreement	
Review Date:	Every 2 years	Next Review Date: 23/04/2028
Policy Owner:	Principal	



Alcohol, Tobacco and Illicit Drugs

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Policy Statement

Burnett Youth Learning Centre (BYLC) has a zero-tolerance policy towards a student's use, possession, sale and distribution of alcohol, tobacco, e-cigarettes/vape, and illicit drugs and related paraphernalia (including items of substance, equipment, clothing, hats and jewellery) whilst attending school or at school-related activities.

BYLC has adopted a risk management approach to better assist students with rehabilitation, education, and ongoing support in order to meet their best interests.

Action plan

If BYLC becomes aware, or reasonably suspects, that a student has alcohol, tobacco, e-cigarettes/vaping 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 disciplinary action.
- Consider the need to communicate the incident to staff, 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 the school owes to other students.

Consequences

The principal has the final say in determining the consequences of a student in breach of this policy to ensure natural justice for all students involved, while maintaining a safe and supportive environment. Consequences for a student, depending upon the seriousness of the breach, could include (but are not limited to) any of the following:

- Termination of enrolment placement (exclusion)
- A probational enrolment contract
- Attendance at counselling and/or treatment/rehabilitation programs
- Minor disciplinary action
- Suspension
- Police action.

NB. This list is not in any order and is not a progression of consequence. Rather, consideration for appropriate consequence is determined by BYLC, based on the nature of the incident.



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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 drugs or prohibited substances whilst at school.
- A student is incorrigibly taking drugs whilst at school.

Searching and Confiscating Property

In accordance with the BYLC's Student/Parent Handbook/Agreement, BYLC reserves the right to search a student's property, including bags, and may confiscate prohibited items, when it believes it is appropriate in the circumstances. Any prohibited items confiscated by staff are to be handed to executive staff for a final determination on what further action is to be taken.

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

- If the police have been involved in the matter, give it to them.
- If the substance is inherently dangerous, destroy it.
- If possession of the substance is illegal, destroy it.
- If none of the three scenarios above applies, give it to the student at the end of school day, or to those who are responsible for the student, in consultation with parent/carer.

E-cigarettes/vaping

Vaping and smoking are a significant challenge and are prohibited at BYLC with zero-tolerance in line with Queensland laws. BYLC management of potential sharing or selling of e-cigarettes and/or vaping sessions by individuals to other students will be considered as trafficking illicit substances whilst at school and will be dealt with as such.

DEFINITIONS

Illicit Drugs

- Are taken to include illegal drugs and related paraphernalia, as well as legal drugs and substances being used for non-medical and non-intended (i.e. recreational) purposes.
Examples 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.



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- Communicate this policy to students, parents/carers, and staff.
- Keep appropriate records, monitor and report on any issues related to the use, possession, sale or distribution of alcohol, tobacco and illicit drugs or related paraphernalia at school or at school-related activities.
- When the parents/carers are not willing or able to work in partnership with BYLC or external support agencies to see improvements towards healthier lifestyle choices for the students, then BYLC has a mandatory responsibility to report to the Department of Child Safety, Seniors and Disability Services
- Encourage students, parents/carers, and staff to contribute to a healthy school culture.

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

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 paraphernalia 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 paraphernalia (including items of substance, equipment, clothing, hats and jewellery) whilst at the school or attending any school-related activities.

Implementation

BYLC will take the following steps to implement this policy:

- Initially with open and transparent communication at enrolment, disclosure of any substance use is provided and support mobilised.
- Policy awareness provided to students and care givers during induction/orientation and as often as necessary concurrent with incident management.
- Mandatory reporting of incidents entered into Sentral by staff who suspect or confirm use, possession, or supply of prohibited substances.



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- Policy reinforced by behaviour management strategies including, but not limited to, suspensions, minor disciplinary action and exclusions.
- Youth Support Worker deployed to work proactively and subsequently to an infringement of the policy.
- Student education through training sessions on an individual or collective basis delivered by advisors in this field.

Compliance and Monitoring

- Accurate record keeping regarding incidents and pastoral care/support is achieved through data entry in Sentral. This is an all-staff requirement when witnessing or engaging with students who have committed an act that is not compliant or in breach of this policy.
- 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.

Appendices

- A. Substance misuse on BYLC Buses



Appendix A:

Substance Misuse on BYLC Buses

Alcohol, smoking or the use of vapes, e-cigarettes and other illegal, illicit substances and paraphernalia on the BYLC buses is unacceptable and considered a serious breach of BYLC *Alcohol, Tobacco & Illicit Drugs Policy* and will be considered dangerous and offensive behaviour.

Drivers of BYLC buses can act on suspicion (using supporting video footage if necessary) to report to BYLC management for further action. Where suspicion of any of the above actions are confirmed, a meeting will be requested with the parents/carers, driver and a member of the leadership team to discuss potential consequences.

Potential consequences for this category may include:

- Temporary suspension of bus service (Transport Co-ordinator), At any stage the Transport Co-ordinator may, in consultation with the school leadership, deny bus travel to any student who does not comply with their bus Code of Conduct or compromises the health and safety of the bus driver and passengers.
- First Offence – Short suspension or if severe, more intrusive consequences (Student Services Co-ordinator, Operations Manager, Principal).
- Second Offence – Short/medium suspension or if severe, more intrusive consequences (Operations Manager, Principal).
- Subsequent Offence – Long suspension and possible recommendation for exclusion
- Termination of enrolment (Principal).
- Reporting to police (Principal or Principals Delegate).