



ALCOHOL & DRUG USE - INCIDENT MANAGEMENT POLICY

St Hilda's
ANGELICAN SCHOOL FOR GIRLS

1. RATIONALE

Drug use by students increases the risk of injury to the students themselves and to others, as well as impairing the ability of students to respond appropriately in an emergency.

2. APPLICATION

Students may not

- have in their possession
- supply
- use, or
- be under the influence of any drug on the school campus or at any function, excursion, camp or tour organised by the School or in which the student participates as a representative of the School.

3. BACKGROUND

St Hilda's is committed to providing a safe environment for all our students, staff and broader community.

It is our policy that:

- The use, possession and supply of drugs and drug paraphernalia by students is strictly prohibited.
- All students will receive age appropriate health and drug education to enable and support them to make informed choices, and to minimise the harm associated with drug use
- Referrals to counselling and support groups will be offered to students
- The consequences detailed within are a guide only and the particular consequence applicable on each occasion shall be a matter for the absolute discretion of the Principal and may be greater or less than any of the consequences detailed. Students under suspension may be required to complete an educative and/or service program.

4. DEFINITIONS

Drug – alcohol, tobacco, illicit drugs, volatile substances (solvents) and pharmaceutical drugs.

Drug use – the consumption, possession, and/or supply of alcohol, tobacco, illicit drugs, volatile substances (solvents) and pharmaceutical drugs for non-medical purposes.

5. GUIDELINES/PROCEDURES

5.1 Tobacco Products

- 5.1.1** Smoking is not allowed on school property or at school events (including camps) or by any student in school uniform. Where there are reasonable grounds to believe that a student on school property or at a school event, or in school uniform in a public place or in view of members of the public is in possession of tobacco,

the Principal shall be entitled to carry out all, or any of the following steps the Principal considers reasonable and necessary to enforce this policy and to maintain proper order and discipline in the School.

5.1.2 Procedures:

1. Arrange for a search of the student's locker and personal effects and seize any tobacco or implements related to smoking. This search will be conducted under the conditions outlined in Appendix 1 of this Policy.
2. Retain any tobacco or implements related to smoking. Tobacco found in the student's possession will be returned to the parent/guardian at the conclusion of all relevant inquiries. A signed receipt will be obtained and filed on the student's personal file.
3. Notify the parents/legal guardians.
4. The student will be required to attend an interview with the Dean of Students and the Principal.

5.1.3 Consequences:

First occasion: Detention after school hours

Second occasion: Suspension for not less than 2 days.

Subsequent occasion: it is likely that the student will be excluded from the School.

5.2 Alcohol

5.2.1 Where there are reasonable grounds to believe that a student on school property or at a school event, or in school uniform in a public place or in view of members of the public is in possession of alcohol not related to a religious service or ceremony, the Principal shall be entitled to carry out all, or any of the following steps or any other steps the Principal considers reasonable and necessary to enforce this policy and to maintain proper order and discipline in the School.

5.2.2 Procedures:

1. Arrange for a search of the student's locker and personal effects and seize any alcohol. This search will be conducted under the conditions outlined in Appendix 1 of this policy.
2. Retain any alcohol found in the possession of the student, which will be handed over to a parent/guardian at the completion of all relevant inquiries. A signed receipt will be obtained and filed on the student's personal file.
3. Notify the parents/legal guardians. If the offence is detected at a function or off campus activity, the parents/guardians will be required to immediately collect the student from that function.
4. Hold a meeting with the parents to discuss appropriate action
5. If, in the reasonable opinion of the Principal, a student's health may be affected by the alcohol in question, the Principal (or her designate) shall be entitled to seek medical advice and if deemed necessary, send a student for medical treatment.
6. The student will be required to attend an interview with the Principal prior to the student's re-admission to the School on such conditions as the Principal decides.
7. One condition will be the requirement for the student to attend a preventative program and/or counselling.

5.2.3 Consequences:

First occasion: immediate suspension of not less than 2 days. Boarding students will not be allowed to remain in the Boarding House for the duration of the suspension.

Second occasion: further suspension for not less than 5 days and parents/guardians and student will be required to attend an interview with the Principal prior to the student's readmission to the School on such conditions as the Principal decides.

Any subsequent occasion: it is likely that the student will be excluded.

If alcohol is not found but there is sufficient information such as reliable witnesses and evidence such as student behaviour to suggest that the student has used alcohol then the parents will be contacted and further action (i.e. consequences listed above) will be taken at the discretion of the Principal.

5.3 Legal Drugs (Prescription and over-the-counter Medication)

5.3.1 Where there are reasonable grounds to believe that a student on school property or at a school event or in school uniform, is in possession of either non-prescribed or prescribed medication for **non-medical use** (other than as prescribed), the Principal shall be entitled to carry out all, or any part of the undermentioned steps or any other steps the Principal considers reasonable and necessary to enforce this Policy and to maintain proper order and discipline in the School.

5.3.2 Procedures:

1. Arrange for a search of the student's locker and personal effects and seize any drugs and associated packaging. This search will be conducted under the conditions outlined in Appendix 1 of this policy.
2. Retain any drugs and packaging found in the possession of the student, which will be handed over to a parent/guardian or police if appropriate or required by law. If property returned to a parent/guardian a signed receipt will be obtained and filed on the student's personal file.
3. The Principal will liaise with police if reasonable grounds exist to believe that the prescribed drugs have been or are to be used in an illegal or medically dangerous manner.
4. Notify the parents/legal guardians.
5. Hold a meeting with the parents to discuss appropriate action.
6. If, in the reasonable opinion of the Principal, a student's health may be affected by the drug in question, the Principal shall be entitled to seek medical advice and if she believes it necessary, send a student for medical treatment.
7. The student will be required to attend an interview with the Principal prior to the student's re-admission to the School on such conditions as the Principal decides. One condition will be the requirement for the student to attend external counselling.

5.3.3 Consequences:

First occasion: suspension for not less than two days during which time the student must begin a process of rehabilitation. Boarding students will not be able to remain in the Boarding House for the duration of the suspension.

Second occasion: further suspension for not less than 5 days and parents/guardians and student will be required to attend an interview with the Principal prior to the student's readmission to the School on such conditions as the Principal decides.

Subsequent occasion: it is likely that the student will be excluded.

5.4 Solvents

5.4.1 Where there are reasonable grounds to believe that a student on school property or at a school event, or in school uniform in a public place or in view of members of the public has been involved in solvent abuse through inhaling the fumes from domestic and industrial products, the Principal shall be entitled to carry out all, or any of the following steps the Principal considers reasonable and necessary to enforce this policy and to maintain proper order and discipline in the School.

5.4.2 Procedures:

1. Arrange for a search of the student's locker and personal effects and seize any items related to solvent abuse. This search will be conducted under the conditions outlined in Appendix 1 of this policy.
2. Retain any items related to solvent abuse. Solvents found in the student's possession will be returned to the parent/guardian at the conclusion of all relevant inquiries. A signed receipt will be obtained and filed on the student's personal file.
3. Notify the parents/legal guardians.
4. The student will be required to attend an interview with the Dean of Students and the Principal.

5.4.3 Consequences:

First occasion: Suspension for not less than 2 days.

Second occasion: Suspension for not less than 5 days.

Subsequent occasion: it is likely that the student will be excluded.

5.5 Illegal Drugs

5.5.1 Where there are reasonable grounds to believe that a student on school property or at a school event or in school uniform, is in possession of illegal drugs or implements associated with illegal drug use and/or manufacture, the Principal shall be entitled to carry out all, or any part of the undermentioned steps or any other steps the Principal considers reasonable and necessary to enforce this policy and to maintain proper order and discipline in the School.

5.5.2 Procedures:

1. Conduct a search of the student's locker and personal effects and seize any suspected drugs or illegal items. This search will be conducted under the conditions outlined in Appendix 1 of this policy.
2. All drugs and items seized must be sealed individually in clear sealable bags and secured in a locked receptacle in the Principal's office.
3. If the illegal drugs and/or associated items are located, immediately notify the police and the Chair of School Council to this effect.
4. Notify the relevant parents/legal guardians.
5. Hold a meeting with the parents to discuss appropriate action.
6. If, in the reasonable opinion of the Principal, a student's health may be affected by the drug in question, the Principal shall be entitled to seek medical advice and if she believes it necessary, send a student for medical treatment.
7. The student will be required to attend an interview with the Principal prior to the student's re-admission to the School on such conditions as the Principal decides. One condition will be the requirement for the student to attend a preventative program and/or counselling.

5.5.3 Consequences:

First occasion: immediate suspension until such time that the police investigation is finalised and likely exclusion.

If an illegal drug or drug paraphernalia is not found but there is sufficient information such as reliable witnesses and evidence, for example, a student's behaviour is suggestive that the student has used an illegal drug or possessed an illegal drug or an item then the parents or police will be contacted and further action taken including likely exclusion.

If the police investigation leads to an official caution or to legal proceedings commencing in relation to an offence under the Drugs Misuse Act 1986, the student will be excluded.

5.6 Students under the Influence of Alcohol

5.6.1 Where there are reasonable grounds to believe that a student on school property or at a school event or in school uniform in a public place or in view of members of the public is under the influence of alcohol, the Principal shall be entitled to carry out any or all of the following steps the Principal considers reasonable and necessary to enforce this policy and to maintain proper order and discipline in the School.

5.6.2 Procedures:

1. Conduct a search of the student's locker and personal effects and seize any suspected alcohol. This search will be conducted under the conditions outlined in Appendix 1 of this policy.
2. Secure any alcohol.
3. Hold a meeting with the parents to discuss appropriate action.

5.6.3 Consequences:

Likely expulsion.

5.7 Students under the Influence of a Drug

5.7.1 Where there are reasonable grounds to believe that a student on school property or at a school event or in school uniform in a public place or in view of members of the public is under the influence of a drug, the Principal shall be entitled to carry out any or all of the following steps the Principal considers reasonable and necessary to enforce this policy and to maintain proper order and discipline in the School.

5.7.2 Procedures:

1. Conduct a search of the student's locker and personal effects and seize any suspected drugs. This search will be conducted under the conditions outlined in Appendix 1 of this policy.
2. Secure any drugs.
3. Confiscated drugs will be handed to the Police.
4. Hold a meeting with the parents to discuss appropriate action.

5.7.3 Consequences:

Likely exclusion. It should be noted that even the act of offering to supply an illegal drug or a prescribed drug for non-medical purposes is seen by police as a serious offence.

5.8 Distribution of Alcohol / Drugs between Students

5.8.1 Where there are reasonable grounds to believe that a student has been distributing drugs or alcohol on school property, at a school event or in school uniform, the Principal shall be entitled to carry out any or all of the following steps or any other steps the Principal considers reasonable and necessary to enforce this policy and to maintain proper order and discipline in the School.

5.8.2 Procedures:

1. Where the Principal reasonably believes that a student is so affected by alcohol or a drug as to require medical treatment, the Principal may treat it as a medical emergency.
2. If there are no reasonable concerns for the health of the student, the Principal will contact the student's parents/guardians and arrange for the immediate and safe departure of the student from school property or event.
3. The Principal may authorise a search of the student's locker and personal effects and seize any suspected drugs or alcohol. This search will be conducted under the conditions outlined in Appendix 1 of this policy.
4. Retain any drugs or alcohol seized which may be handed over to medical personnel for identification and aid in treatment of any medical condition, or to either the parents or the police if appropriate or required by law.
5. Hold a meeting with the parents to discuss appropriate action.

5.8.3 Consequences:

Likely exclusion. It should be noted that even the act of offering to supply an illegal drug or a prescribed drug for non-medical purposes is seen by police as a serious offence.

5.9 Distribution to a Student of Alcohol / Drugs by a Non-Student

5.9.1 Where there are reasonable grounds to believe that a non-student has been distributing drugs or alcohol on school property or at a school event, the Principal shall be entitled to carry out any or all of the following steps or any other steps the Principal considers reasonable and necessary to enforce this policy and to maintain proper order and discipline in the School.

5.9.2 Procedures:

1. Have such a person removed from the School's property.
2. Seek the advice and assistance of the police.
3. Contact the parents of any student/s involved.

5.10 Other Matters

5.10.1 Rights and Responsibilities of Staff

When staff, other than the Executive, become aware of incidents which have the capacity to constitute an offence (either criminal or in breach of school policy) and they speak to students to substantiate their belief, they inadvertently become part of the investigation process. Their actions from this point onwards may assist police in the investigation of these incidents or hamper further investigations.

To ensure that investigations are not hampered in any way, it will be necessary to ensure the rights of students are considered. This means that in any conversations with students, staff must not threaten, promise or offer inducements to students in order to secure their participation in any interview or secure an admission.

If on reasonable grounds a belief is formed that the activity is one of a criminal nature, staff should not, where possible undertake an interview with any students suspected of involvement. In off campus situations, students should be isolated and mobile phones removed until police can conduct interview.

5.10.2 Media Enquiries:

All enquiries from external persons or agencies, including the media, must immediately be referred to the Principal.

6. BREACH

If a student breaches this policy she may be subject to disciplinary actions, at the Principal's discretion.

7. RELATED POLICIES

Student Behaviour Management Policy

Health Policy

Appendix 1

- a) All staff have legal and professional responsibilities to respond to information about, and incidents involving students' use or possession of legal or illegal drugs on school property or at attendance at a school related function/event.
- b) When staff suspect or are advised that a student has used or possesses a drug, it is necessary to establish and respond to the student's health and safety status.
- c) The incident, the student(s) and the substance must be referred immediately to the Principal, or in the absence of the Principal directly to a member of the Senior Leadership Team.
- d) The Principal will immediately report the incident to police if illegal drugs or any utensil used in connection with any illegal drug is located.
- e) The Principal will identify an appropriate staff member to be responsible for managing the incident. This person will be responsible for collecting information, co-ordinating subsequent actions, maintaining written records and the debriefing of students, parents and staff involved.
- f) The Principal will advise the Dean or Students or the Head of Junior School, Chaplain or School Psychologist that an incident has occurred and nominate one of these persons as a student and family support person if required.
- g) The person nominated to manage the incident will not be the same person as the person nominated as the support person.
- h) The Principal will permit staff to inspect property belonging to the School (eg lockers, desks) without parental/guardian consent if there are reasonable grounds to suspect legal or illegal drugs, alcohol, tobacco or associated items are contained within.
- i) All searches will be undertaken discreetly taking into account the student's age and with care for the student's property.
- j) All searches will be undertaken by a staff member with a witness (staff member) of the same gender as the student. The student will not be touched during the course of the search.
- k) Staff members will ask students to open other personal items themselves for inspection.
- l) Students will not be deprived permanently of confiscated property (that is property that is not permitted at school but is not illegal). Such property will be returned either directly to the student or to a parent/guardian as deemed appropriate by the Principal or her delegate.

Responsibility: Dean of Students
Review Date: October 2016
Next Review Date: October 2018