



**YOS Independent School**  
Lawnton and Riverview Campuses  
(A Queensland Non-State Independent School)

<b>ALCOHOL, TOBACCO AND ILLICIT DRUGS POLICY AND PROCEDURE</b>		<b>CODE: ATID2020</b>
<b>Scope of Application:</b>	All students, including those aged 18 years and over, parent / carers, staff and volunteers	
<b>Filing Instructions:</b>	F:drive - <a href="#">F:\Programs\Independent Schools\Master School Folder\Current Policies and Procedures\Finalised Policies and Procedures</a>	
<b>Related policies / legislation:</b>	<ul style="list-style-type: none"> <li>• <a href="#">Tobacco and Other Smoking Products Act 1998 (Qld)</a></li> <li>• <a href="#">Liquor Act 1992 (Qld)</a></li> <li>• <a href="#">Australian Privacy Principles</a></li> <li>• <a href="#">TSA Drugs and Alcohol Procedure</a></li> <li>• <a href="#">TSA Code of Conduct Policy</a></li> <li>• <a href="#">TSA Non Smoking Policy</a></li> <li>• <a href="#">YOS Independent School Privacy Policy</a></li> <li>• <a href="#">YOS Independent School Enrolment Policy and Procedure</a></li> <li>• <a href="#">YOS Independent School Positive Behaviour Policy</a></li> <li>• <a href="#">YOS Independent School Restorative Justice Framework</a></li> </ul>	
<b>Form Links</b>	<a href="#">Student Guidelines and Agreement</a>	

**Change record / revision history:**

Version	Prepared/ reviewed by	Date reviewed	Current Version	Approved by	Authorised by	Review date
4.1	Helen Boardman	18/12/2018	No	Darren McGhee	Thomas Austin	December 2020
4.2	Helen Boardman	Amendments: 23/4/2020	No			December 2020
4.3	Helen Boardman	08/12/2020	Yes	Rish Lfterys	Rish Lfterys	December 2022
4.4	Helen Boardman	03/02/2021	Yes	Rish Lfterys	Rish Lfterys	December 2022



## **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, parent/carers, staff and volunteers, whilst attending school or at a school-related activity.

## **Policy Statement**

Alcohol, tobacco and illicit drugs are substances that can cause serious physical, psychological and emotional harm to an individual.

YOS Independent School in line with [The Salvation Army Drug and Alcohol Procedure](#), located on the intranet is an alcohol and illicit drugs free area and does not permit the use, possession, sale and/or distribution of these prohibited substances on or surrounding the premises or when representing The Salvation Army.

For further information regarding Salvation Army Drug and Alcohol procedure relating to staff, please refer to above procedure mentioned. YOS Independent School will however continue to support students who are affected by these substances, while also maintaining a safe working environment for both staff and other clients.

As stated in [The Salvation Army Non-Smoking Policy](#) and in accordance with Work Health and Safety Legislative obligations, YOS Independent School maintains a smoke-free work environment for all officers, employees, volunteers, clients, students, contractors and other visitors to the site. This also includes the use of electronic cigarettes.

Smoking is prohibited within any and all buildings and vehicles which are owned, leased or otherwise occupied by The Salvation Army, or within any other workplace in which Salvation Army business is conducted. Smoking is not permitted while wearing any form of Salvation Army corporate uniforms, including work clothing which displays a TSA logo. The designated smoking area is required to be 10 meters from any entrance, window or ventilation system.

Under Queensland Health Tobacco legislation, smoking is not permitted within 5m of the perimeter of the school, including structures in this area such as bus shelters and car parks.

## **Lawnton Campus**

Lawnton Campus will continue to work with students towards encouraging healthy lifestyle choices and ensure students are aware of the affects smoking and substance abuse may have.

## **Goodna Campus**

Goodna Campus will continue to work with students towards encouraging healthy lifestyle choices and ensure students are aware of the affects smoking and substance abuse may have.

## 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

YOS Independent School acknowledges its responsibility to:

- Develop and implement this Policy to help ensure the safety of students
- Communicate this Policy to students, parent/carers and employees
- Keep appropriate records on SAMIS and through Incident reporting, 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, parent/carers and employees to contribute to a healthy school culture
- Offer/provide education and interventions regarding substance abuse including the use of tobacco
- Offer/provide students with one on one support when dealing with substance abuse when required
- Provide referrals to external services if required

### Employee Responsibilities

At YOS Independent School, employees have a responsibility to:

- Uphold the school's policy and The Salvation Army Drugs, Alcohol and non-smoking 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 the school or at school-related events, in accordance with this Policy.
- Provide non-judgemental support and an environment where students can feel comfortable to discuss this area of their lives and the impacts it may be having

### Parent / Carer Responsibilities

At YOS Independent School, parent/carers have a responsibility to:

- Ensure, as far as possible, that their child 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 YOS Independent School, students have a responsibility to:



- Not use, possess, sell or distribute alcohol, or illicit drugs or related instruments whilst at school or attending school-related activities
- Discuss with Health and Wellbeing Worker if support is needed
- Be familiar with the [Student Guidelines and Agreement document](#) signed as part of the induction and orientation process

### **Implementation**

YOS Independent Schools will communicate to all school staff and volunteers the acceptable process to follow if students are found to be in possession of alcohol, tobacco, illicit substances and unsanctioned prescription medication, through orientation and revision every two years after policy review.

Students will be made aware of this policy at enrolment and through curriculum and discussions with students throughout the semester; to encourage healthy lifestyle choices and the negative impact tobacco, alcohol and Illicit drugs can have on your physical, emotional and physiological wellbeing. This may be conducted by YOS staff or external service providers.

YOS Independent School will encourage staff and students to create a healthy school culture and offer peer support and encouragement to work towards their goals through class activities.

### **Compliance and Monitoring**

YOS Independent School will ensure the appropriate records are maintained and kept on the student file and on SAMIS, including, but not limited to enrolment paperwork, incident reports, behavioural management plans, support plans and referral information.

YOS Independent School will maintain transparency and may include any alcohol, tobacco and illicit drug data relevant in the AGM report each year, to ensure the community is aware of the issues our students face. This policy will also be listed on the website for the community, students and parent/carers to access.

## **Managing Substance Use Procedures**

## Lawnton and Goodna Campuses

If Lawnton or Goodna Campus staff become aware, or reasonably suspects, that a student has alcohol or illicit drugs at the school or at a school-related activity, the school will take the following action, as appropriate in the circumstances:

1. Ensure the medical and emotional safety of the student/s concerned
2. Student may choose to
  - hand it over to a staff member for disposal
  - not access school for the day
3. Have a discussion with the student/s even if they decide not to access school for the day – see what is happening for the student on that day. Ensure they are safe to leave the school site
4. Contact the students' parent/carers if appropriate
5. Report the matter to the police **if appropriate after discussion with Head of Student Support Services or Principal**
6. Offer appropriate support to any student involved in the matter
7. Follow [Restorative Justice Framework](#) and [Positive Behaviour Management Policy and Procedure](#). Direct the student(s) to the [Student Guidelines and Agreement](#) they signed and agreed to as part of the induction and orientation process
8. Consider the need to communicate the incident to employees, students and parent/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
9. Any substances handed to staff will **not** be returned to the student. Students cannot participate in any school activities that puts them and/or others at risk when they have been using a prohibited substance, especially a volatile substance.
10. When 'confronting' young people who are substance affected ensure you communicate with colleagues and management if safety is a concern.
11. If a student chooses to hand over the substance, then staff can take that substance down to the police station. No identifying details are required to be given. If it is alcohol, this can be tipped down the drain.

### Refusal of Access

Lawnton and Goodna Campuses reserves the right to refuse access to our services if there is an assessed safety risk to other students and/or staff. This may include unduly intoxicated

persons or persons heavily under the influence of drugs that pose a threat to staff or other clients

### **Staff in breach**

If staff are to be found in breach of this policy and The Salvation Army Drug and Alcohol Policy, the Principal should be notified and further action taken in consultation with [The Salvation Army Code of Conduct Policy](#).

### **Reporting to Police**

Lawnton and Goodna Campuses will only report relevant matters to the Police when it is in the student's or school community's best interests. Instances **may** include:

- a student is trafficking drugs in the school
- a student is incorrigibly taking drugs in the school
- Students and staff are at risk due to aggressive behaviour

Lawnton and Goodna Campuses will endeavor to work with the student from a Restorative Justice Framework first and will only involve the police if deemed completely necessary and/or there is an assessed risk of safety.

### **Searching and Confiscating Property**

YOS Independent School may search a student's property, including lockers and bags, and may confiscate banned items, when it believes it is appropriate in the circumstances. The student is required to be present for search. It is up to the discretion of the staff member if they look through the bag themselves, but first preference would be to ask the student to empty contents themselves. Whenever possible have a second staff member present and not in the presence of other students. Ensure student is aware of what the purpose of the search is.

When items have been confiscated, Lawnton Campus/Goodna Campus will take the following action:

1. If the police have been involved in the matter, give it to them, or
2. If illegal, take substance down to Police Station – No details need to be given
3. If alcohol, tip down the sink