

# HORIZONS COLLEGE – POLICY & PROCEDURE

## 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 implements by students whilst attending school or at a school-related activity.

**Scope:** All students, including those aged 18 years and over, and parents

- References:**
- [Tobacco and Other Smoking Products Act 1998 \(Qld\)](#)
  - [Liquor Act 1992 \(Qld\)](#)
  - [Australian Privacy Principles](#)
  - Horizons College Positive Behaviour Support Policy
  - Horizons College Complaints and Incidents Register

<b>Policy Name:</b>	Alcohol, Tobacco & Illicit Drugs Policy	<b>Version:</b>	202206_01
<b>Policy Type:</b>	School Operations		
<b>Supersedes:</b>	Alcohol, Tobacco & Illicit Drugs Policy – Version 202106_01		
<b>Authorised by:</b>	Principal	<b>Date of Authorisation:</b>	June 2022
<b>Review Date:</b>	Every 2 Years	<b>Next Review Date:</b>	June 2024
<b>Policy Owner:</b>	Principal		

Note: Policy types marked with asterisks as follows are:

\* published on school website

\*\* only mandatory for schools incorporated through the *Corporations Act 2001* (Cth)



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### Policy Statement

Horizons College has a zero tolerance policy towards student 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 Horizons College becomes aware, or reasonably suspects, that a student has alcohol, tobacco or illicit drugs at the school or at a school-related activity, the school will take the following action, as appropriate in the circumstances:

- Firstly, ensure 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 the school owes to other students.

### Reporting to Police

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

- a student is trafficking drugs in the school; and/or
- a student is incorrigibly taking drugs in the school.

### Searching and confiscating property

In accordance with Horizons College's Student Code of Conduct, the school will search a student's property, including lockers and bags, and may confiscate banned items, when it believes it is appropriate in the circumstances.

When items have been confiscated, Horizons College 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.

### 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



# HORIZONS COLLEGE – POLICY & PROCEDURE

## ALCOHOL, TOBACCO & ILLICIT DRUGS POLICY

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### Responsibilities

#### School Responsibilities

Horizons College 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 drugs or related implements at the school or at school-related activities.
- Encourage students, parents/carers and employees to contribute to a healthy school culture.

#### Employee Responsibilities

At Horizons College, 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 the school or at school-related events, in accordance with this Policy and other relevant Horizons College policies.

#### Parent/Carer Responsibilities

At Horizons College, 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 the school or at school-related events.

#### Student Responsibilities

At Horizons College, students have a responsibility to:

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

### Implementation

Horizons College is taking the following steps to prevent the use, possession, sale and distribution of alcohol, tobacco and illicit drugs and related implements at the school and at school-related activities:

- communicating this Policy to students, parents/carers and employees via:
  - staff inductions, meetings and professional development and training days
  - enrolment interviews and school assemblies
  - school newsletters and social media
  - making this Policy available on the school website
- developing students' life skills and protective behaviours
- ensuring that students are connected to their schooling
- providing staff with evidence-based information and training about:
  - illegal drugs, their use and effects
  - how to talk to a young person about illegal drugs and related harms
  - how to help someone who has taken an illegal drug

# HORIZONS COLLEGE – POLICY & PROCEDURE

## ALCOHOL, TOBACCO & ILLICIT DRUGS POLICY

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- identifying and implementing school-based drug prevention programs that have demonstrated positive outcomes in Australia
- establishing an environment in which all college community members have enough care and concern for each other that they will confidentially pass on information about people using, carrying and/or selling drugs

### Compliance and Monitoring

Horizons College will keep accurate records of any incidents involving alcohol, tobacco and illicit drugs and all action taken in the Complaints and Incidents Register.

All incidents involving alcohol, tobacco and illicit drugs will be communicated to:

- staff via email and/or at weekly staff meetings
- the Horizons College Board at Board meetings