

## Alcohol and Other Drugs Policy

### Rationale

Misuse of alcohol and other drugs can cause serious health, domestic, community and workplace problems. As a responsible employer and education provider, Chevalier College recognises its role in providing information regarding the misuse of alcohol and other drugs to encourage responsible behaviour. As a Missionaries of the Sacred Heart school, the college has a responsibility to provide an environment that is safe, caring and supportive, and which promotes the well-being of its students and staff.

### Aims

This policy aims to:

- establish the conditions and restrictions that provide a safe, healthy and supportive environment for students, staff and visitors
- set standards of behaviour in accordance with the college's core values
- raise awareness of alcohol and other drug misuse through education programs
- provide assistance to staff and students with alcohol-related issues.

### Key Legislation

Work Health and Safety Act (2011)

The Ombudsman Act (1974)

### Definitions

For the purposes of this policy:

|                             |  |
|-----------------------------|--|
| <b><i>Student Event</i></b> | <i>means all college endorsed events that are specifically designed for college students (both on- and off-site), all school excursions, and all travel to and from such events and excursions.</i>  |
| <b><i>College Event</i></b> | <i>means all college endorsed events other than 'student events' (above), such as staff, social and fundraising events.</i>  |
| <b><i>Staff</i></b>         | <i>means any person performing a duty at the college or at an event as an employee or volunteer.</i>   |
| <b><i>Drug/s</i></b>        | <i>includes all illicit drugs and all prescription drugs not prescribed to the individual in possession or under the influence of those drugs.</i>   |
| <b><i>Working Hours</i></b> | <i>includes any time a staff member is at the college for the purpose of performing their work duties, is on a work break or at a student event, and any time a staff member has supervisory responsibilities for students. In this policy, working hours during student events that involve overnight supervision of students include <u>all</u> hours within the timeframe of the event.</i> |
| <b><i>School Hours</i></b>  | <i>are 8:30am to 3:30pm on school days.</i>  |
| <b><i>Principal</i></b>     | <i>means the Chevalier College Principal or their delegate.</i>  |

## Policy

### 1. Student Education

Drug and alcohol education at school can play a key role in helping to prevent young people from experiencing drug and alcohol related problems; however, the influence of powerful role models, such as parents and other significant adults in a young person's life, along with their environment and cultural traditions, will contribute significantly towards their alcohol and drug habits.

Drug and alcohol education at Chevalier College will be based on a harm-minimisation approach. The student education program will be delivered through the PDHPE curriculum and through the college well-being system, which may include programs conducted by external organisations or individuals.

### 2. Student Expectations

For their safety and well-being, Chevalier College students are expected to behave appropriately and abide by all school rules. Students are not permitted, under any circumstances, to:

- bring alcohol or drugs to the college or any student or college event
- consume alcohol or administer drugs at the college or at any student or college event
- attend school or attend any student or college event under the influence of alcohol or drugs.

Chevalier College has the right to search a student's personal belongings if a student is suspected of being in breach of the above rules. All searches of student property must be conducted or coordinated by the Principal or Deputy Principal or an Assistant Principal – Well-being in accordance with NSW Department of Education guidelines, *Power to Search Students*. If a staff member has reasonable grounds to suspect a student possesses any items or materials that are banned by the college, they are to immediately notify an Assistant Principal – Well-being, the Deputy Principal or the Principal.

Students identified with possible alcohol or drug misuse issues will be managed by an Assistant Principal – Well-being or their delegate. Management will include:

- disciplinary action, in accordance with the college Student Behaviour Management Policy;
- communication with the student's parents/carers;
- appropriate support programs; and
- where necessary, communication with government or non-government agencies.

### 3. Staff Expectations

All staff are expected to demonstrate the highest standards of professional behaviour when carrying out their duties at work or representing the college in the wider community. The

impairment of behaviour produced by the use of alcohol and other drugs can cause affected persons to injure themselves or others, and/or be neglectful of their workplace responsibilities.

Staff have a legal duty of care to all students under their supervision and a legal responsibility to take reasonable care of the health and safety of others in the workplace. Staff must not, under any circumstances:

- procure alcohol or drugs for any student
- supply or serve alcohol to any student
- supply or administer any drug to any student
- be under the influence of drugs while at the college or at any student event or college event
- consume alcohol during working hours
- bring drugs to the college or any student event or college event
- operate any equipment/machinery/vehicle while under the influence of alcohol or drugs, or any \*prescribed or over-the-counter medication that recommends/instructs that such operation should not take place

*(\*Staff who are using prescribed or over-the-counter medication that could affect their ability to carry out their normal duties have a responsibility to notify the Principal so that a risk assessment can be carried out. Notification must occur prior to performing any duty where the effects of the medication could be detrimental.)*

Any breach of the above directives will be considered a serious disciplinary matter. All such matters will be dealt with in accordance with college employment processes and any applicable regulatory procedures.

#### **4. Student Events**

The consumption of alcohol is not permitted at any student event, with the exception of the religious participating in communion and drinking sacramental wine during liturgies.

#### **5. College Events**

Consumption of alcohol is permitted at events other than student events, such as staff, social and fundraising events, provided that:

- the consumer is over the age of 18 years
- the event does not take place on college premises during school hours;
- the consumption of alcohol is not the primary focus of the event; and
- the event and the availability of alcohol have been authorised by the Principal.

At college events where alcohol is available, college management will:

- advise parents that if they bring their children to the event, they are responsible for their supervision
- make statements to guests to encourage responsible drinking behaviour
- make statements to attending staff that if they choose to consume alcohol they are expected to maintain acceptable behaviour and, if driving, restrict consumption to legal limits
- provide a range of food options
- provide water and other alcohol free beverages
- refuse anyone who is intoxicated access to alcohol
- if necessary, seek the assistance of the police to deal with inappropriate behaviour
- seek alternative transport for staff if the need arises.

In certain circumstances, a small group of students may be invited to represent the college at a social or fundraising event where alcohol will be available. In such cases:

- the event must not be a staff social event
- the student invitations must be authorised by the Principal
- student representatives will generally be in Years 11 or 12; however, on occasion, may involve younger students
- written permission must be obtained from the invited students' parents
- the permission note to parents must:
  - a) be signed by the Principal
  - b) provide clear information about the event, including that alcohol will be present
  - c) describe the supervision arrangements that will be in place
  - d) identify the role that the students will perform at the event
- students must wear school uniform
- irrespective of a student's age, no student at the event will be permitted to drink alcohol
- at least one member of the college leadership team must be present while the students are in attendance

- all staff must be vigilant with supervision of students at the event to ensure their safety and well-being.

## 6. Support

The college has support mechanisms in place for both students and staff who may be experiencing alcohol and/or drug related issues. Employees, students and parents with students experiencing difficulties with alcohol and/or drugs are encouraged to contact the Principal for confidential assistance and the development of appropriate strategies.

Assistance can also be sought from government and non-government alcohol and drug support services, which can be accessed through a local GP.

### Related Documents

[NSW Department of Education Legal Issues Bulletin - Power to Search Students – DET](#)

Student Behaviour Management Policy

Child Protection Policy

Code of Conduct for Staff

### End of policy