

## **XXXX Board**

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### **1.1 Drug and Alcohol Policy (relating to XXX Campus)**

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#### **Rationale**

The XXX Board has an interest in the health, personal and legal well-being of students and staff. It recognises that the consumption of drugs can impair individual well-being and can also interfere with students' ability to learn, teacher's ability to teach and non-teaching staff's ability to fulfil their job effectively and safely.

This policy is divided into four categories.

- A. Policy on Tobacco
- B. Policy on Alcohol
- C. Policy on Drugs
- D. Policy on the Misuse of Legal Substances

## **A. Tobacco**

XXX Board views tobacco as an unhealthy substance that students and staff should be informed about. This will involve education, positive role modelling and prohibition of smoking.

### **Policy on Tobacco Purpose**

It is the desired aim to make XXX campuses completely smoke free. The purposes of this action are to:

1. demonstrate to students that smoke free lives are desirable and possible;
2. support people who smoke to quit in ways appropriate to them;
3. assist students and staff to resist the pressures to smoke (negative peer pressure and advertising/ marketing).

### **The Policy**

1. The law prohibits the use of tobacco products in any form (including pipes and cigars) in any of the XXX buildings, and facilities.
2. All XXX events, on or off site including sports events, dances and camps will be smoke free at all times.
3. Smoke free symbols will be displayed prominently throughout the campuses. The symbols will be fixed to the buildings that are adjacent to the sports fields.
4. The smoke free policy will be displayed in the main foyers and staffrooms.
5. All hirers of XXX facilities, including external users, will be advised of the XXX Board's smoke free policy. Non-smoking will be a condition of use. All sub-contractors involved on XXX Board sites will be informed through the Contractors' Information Booklet of the XXX Board's smoke-free policies.
6. Any student caught smoking at the XXX Campuses or bringing any tobacco or devices for using tobacco will be disciplined according to the guidelines for smoking and related offences.
7. Health education will include elements of tobacco awareness, as appropriate for age and class, as well as appropriate skills development in communication and social skills, in line with relevant curriculum documents.

### **Student Discipline Guidelines for Smoking at XXX College/School**

<i>First offence</i>	Gating and recording. Family informed of incident and steps two and three of the discipline guidelines by phone and in writing. Copy of policy is included with letter as well as the cost of a course.
<i>Second offence</i>	Gating and recording. Parents / Caregiver to meet with senior staff. Student to take a course of action to assist them to give up smoking (run through ISIS). Final warning.
<i>Third offence</i>	Stand Down
<i>Fourth offence</i>	Indefinite suspension and referral to the XXX Board discipline sub-committee.

## **B. Alcohol**

### **XXX Board Policy on Alcohol Purpose**

1. To promote a lifestyle that involves the abstention or moderate use of alcohol.
2. To protect students from the abuse of alcohol in all ways and in all places under the jurisdiction of XXX Board.

### **The Policy**

1. This Board strictly forbids the bringing of alcoholic beverages to a XXX Campus by any pupil or staff member.
2. The sale of alcoholic beverages to students at any XXX function is strictly forbidden.
3. Licensing laws must be complied with by the organisers of any function on XXX premises.
4. The attendance at a XXX Campus or any XXX function or at any function such as a social at another school, by students of XXX deemed by a staff member or their delegate, such as a security guard, to be in an intoxicated state, is strictly forbidden.
5. Any student who breaks these rules will be disciplined. Counselling, information and education where appropriate will be made available. Discipline will be in accord with the disciplinary guidelines.
6. Staff must not be under the influence of alcohol while they have responsibility for students. Staff are regarded as being on duty at all times when in a supervisory capacity accompanying XXX student groups, at camps, socials and all other functions.
7. Alcohol may be consumed by staff in moderation at staff or parent functions on XXX premises with the permission of the Head or Principal.
8. It is forbidden for any staff member to become intoxicated at a XXX Campus or in any situation which relates to XXX.
9. There will be no sponsorship of any XXX team which promotes any alcoholic beverage.
10. Thorough education of students will occur about all aspects of alcohol use and abuse. Programmes will focus on healthy living.

### **Student Discipline Guidelines for Alcohol**

1. Any student found to have brought alcohol to a XXX Campus will be Stood Down and the alcohol confiscated. The parents / caregiver will be asked to collect the student and be formally notified by letter as well as telephoned at the time of the incident.
2. Where there is reasonable cause to suspect a student is under the influence of alcohol:
  - a. they will be removed from the company of other students immediately;
  - b. a member of the Senior Management Team must be notified immediately;
  - c. the Nurse will assess the student if deemed necessary;
  - d. if student is believed to be heavily intoxicated medical assistance may be sought;

- e. the student's parents / caregiver must be notified and asked to collect them as soon as possible;
- f. there should be some follow up action on the part of the XXX Senior Management Team in the form of the offer of assisting the parents in obtaining counselling, admission to programmes etc., where this is found to be appropriate.

## **C. Drugs**

### **XXX Board Policy on Drugs Definition**

“Drug” means any illegal drug and any medicine or mood-altering/psychoactive product that has the potential for abuse and is not used for a legitimate therapeutic purpose by a student or staff member. It is intended that this policy will apply to XXX students and staff while on any XXX campus, while taking part in any field trip or co-curricular activity while representing XXX in any activity or in any circumstances in which the student or staff could reasonably be identified as a staff member/student of XXX, including at school social events and outside of school hours. For the sake of clarity, this includes any representations of XXX students or staff member on the internet.

### **Purpose**

1. To ensure that any premise under the control of the XXX Trust Board is always free from drugs.
2. To protect its students and staff from and inform them in appropriate ways about drugs.
3. Assist students or staff who are identified as being affected by drugs.

### **The Policy**

1. It is forbidden for any person to bring any drug to XXX (except for the use of educators who will use it for the purpose of demonstration). The Head / Principal will be notified beforehand if this will occur.
2. The use of drugs by anyone on a XXX Board property is absolutely forbidden.
3. The attendance at a XXX function or at any function such as a social at another School, by XXX students deemed by a staff member or their delegate, such as a security guard, to be under the influence of any drug is strictly forbidden.
4. Any student or staff member who breaks the above rules will be disciplined. Counselling, information and education where appropriate will be made available. Discipline will be in accord with the disciplinary guidelines.
5. If any infraction of 1, 2, or 3 is noted the police may be informed. In some cases their intervention and assistance may be sought.
6. Staff employed by XXX Board must not take any drug in any situation.
7. All students will be educated about drugs in appropriate ways. Programmes will focus on healthy living

### **Student Discipline Guidelines for Drugs**

1. Any student found to have brought a drug to a XXX Campus or to have used one in any way associated with XXX will be suspended and their parents notified. The subsequent treatment of the student is the prerogative of the XXX Board. Involvement with drugs may result in the student being expelled / excluded.
2. Where there is reasonable cause to suspect a student is under the influence of drugs:
  - a. they will be removed from the company of other students immediately
  - b. a member of the Senior Management Team must be notified immediately and must come as soon as possible

- c. the Nurse will assess the student
- d. the Police may be notified
- e. if the student is believed to be at risk of physical harm medical assistance must be sought
- f. the student's parents / caregiver must be notified as soon as possible and asked to collect them and be present when statements are taken from the student.
- g. There must be follow up action on the part of the Senior Management.

#### **D. Misuse of Legal Substances**

##### **XXX Board Policy on Legal Substances Purpose**

1. To protect its students and staff from and inform them in appropriate ways about the misuse of legal substances.
2. Assist students and staff who are identified as being adversely affected by the misuse of legal substances.

##### **The Policy**

1. When students are carrying prescribed medication to be taken during the day, the Nurse should be notified in writing by the parent or caregiver. This information will be confidential and only shared if appropriate.
2. Where long term medical or allergic conditions requiring medication exist, the family doctor should provide directions in writing, through the parents / caregivers as to the nature of the drug and its appropriate use. A copy should be kept at the Health Centre.
3. In situations where there is a life threatening condition for which medication is required this information must be widely disseminated among the staff and medication kept in appropriate places.
4. It is strictly forbidden for any student to bring medication to a XXX Campus except under the circumstances of 1 and 2.
5. The possession of and use by any person of a legal substance as a drug except in the cases of 1 and 2 is strictly forbidden.
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##### **Student Discipline Guidelines for Legal Substances**

The guidelines are the same as those for smoking.

**This policy will be reviewed by the Senior Leadership Team**

**Updated: August 2016**

**Next Review date: August 2018**