TIAS-TSC-06-02 Drugs Policy

Note: This document will be subject to revision. Once it is downloaded it is no longer a controlled document
1 PREAMBLE

No school is immune to the pressures of wider society and the use of drugs will surface from time to time. The use of drugs, such as marijuana and other banned substances, is an increasing problem for school-age users across Australia. Taylors Institute of Advanced Studies Ltd (TIAS) takes a harm minimisation approach with regard to drug policies. All members of the Melbourne Study Centre community are expected to support this policy.

2 PURPOSE

The aim of this policy is to minimise the misuse of drugs by students while on the Taylors Senior College campus, school excursions and camps, activities organized by the school and travel to and from venues.

Our policy aims to

- Support the whole school approach to reducing drug use and/or supply and associated harm
- Explain how Taylors Senior College responds to drug related incidents
- Provide support for students involved in unsanctioned drug use.

3 SCOPE

This policy applies to local and overseas students undertaking any of the following courses:
- Taylors English Language Program (TELP)
- Pearson Test of English Preparation Course
- Year 10
- Year 11
- Year 12

and all employees, parents, care givers and students. Visitors, contractors and consultants to the school who may provide service are also required to adhere to this policy.

The following table identifies the provider of each of these courses.

<table>
<thead>
<tr>
<th>Course</th>
<th>Registered entity</th>
<th>Trading as</th>
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<tbody>
<tr>
<td>Taylors English Language Preparation (TELP)</td>
<td>Taylors Institute of Advanced Studies Ltd (TIAS)</td>
<td>Embassy Centre for English Studies</td>
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<tr>
<td>Pearson Test of English Preparation Course</td>
<td>Taylors Senior College (TSC)</td>
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3 RELATED DOCUMENTATION

The National Code 2007
ESOS Act
FORM: Melbourne Campus Cancellation of Enrolment Form
FORM: VCAA Student Exit Form (external form)
FORM: Student Absence Learning Plan
FORM: Return to School Plan
4 DEFINITIONS

| Drug | A drug is any substance, with the exception of food, and which, when taken into the body, alters it function physically and/or psychologically (World Health Organisation). This definition includes all medications and drugs of addiction and dependence – such as caffeine, alcohol, tobacco, cannabis, steroids, amphetamines, and inhaled solvents – some of which are legal and others illegal. |
| Drug Supply | This refers to incidents involving supplying, sharing, distributing or selling of drugs. |

5 POLICY

Taylors aims to provide the highest quality educational and pastoral care program to all students.

- Through a harm minimization approach, aims to improve health, social and economic outcomes for both the community and the individual and encompasses a wide range of approaches. We implement school drug education programs through the Program Assemblies, Mentor Groups and activities that:
  - are comprehensive and evidence based
  - promote a positive school climate and relationships
  - are targeted to needs and contexts identified through consultation with students, staff and parents
- Provides all students with drug education prevention and intervention programs through the Program Assemblies, and Mentor Groups with the aim of harm minimization. Where possible, involves parents/caregivers/accommodation providers and the wider school community in drug-related curriculum and well-being issues.
- Prohibits possession, use, distribution and selling of illicit drugs and unsanctioned licit drugs on school premises or at any function or activity organised by the school
- Develops or reviews policy to support the management of drug-related incidents
- Makes every effort to retain students in the education system because students are often at greater risk if disengaged from school.

PRINCIPLES RELATED TO THE MANAGEMENT OF ILLICIT DRUG USE

1. Confidentiality: detoxification and pharmacotherapy treatment

Information about detoxification, methadone or alternate pharmacotherapies:

- is a private matter
- only needs to be shared between students and their:  
  - parent/guardian  
  - supporting community agency  
  - school designated student wellbeing staff.
- may be provided, at the principal’s discretion, only:  
  - with the student’s consent  
  - to staff who have direct responsibility for the student.

Example: If the student’s concentration or alertness may be affected by prescribed medication.

Important: If the student’s concentration or alertness may be affected by prescribed medication.

2. Drug testing

TIAS does not support any form of drug testing in schools for students to avoid:

- raising a lack of trust between schools and students
- legal, technical, ethical and financial issues.
3. Duty of care

Teachers have a duty of care to pass on information to the principal if they have knowledge about illicit drug use by students or members of a student’s family irrespective of:

- whether the use:
  - is confirmed, suspected or likely to occur
  - occurs on or outside school grounds
- the drug used.

Note: Under this duty of care staff cannot promise unconditional confidentiality to students.

4. Educational access during absence

Any student who is absent from school due to drug use or the resultant treatment should be provided with a Student Absence Learning Plan as determined by teachers in consultation with:

- parents/guardians
- the school’s appointed case manager

5. Media

The Principal (Taylors Senior College) only will deal with the media and are responsible for media contact.

6. Parents

The Principal should notify parents/guardians as soon as practicable.

Note: Teachers and principals do not breach criminal law by failure to notify parents/guardians of the use of an illicit drug, but there are civil implications.

7. Police

The Principal must:

- advise the local police contact person (station commander or sub-officer nominee) when they have knowledge of an alleged criminal offence, including the possession, use and distribution of illicit drugs
- document internal procedures and actions undertaken.

8. Professional development

Staff should be:

- informed of policies and procedures
- provided with professional development in responding to drug related incidents.

6 PROCEDURE

In addition to the provision of education and preventative measures it is important for all students to be aware of TIAS’ attitude to drug taking or distribution and the sanctions which apply. Such sanctions take account of legal requirements.

Where a student approaches a member of staff for help with a drug problem, assistance will be provided through our Welfare Services and School Counsellor. During the initial stages of discussion any information provided will be treated confidentially. However, for health or safety reasons it may be deemed necessary to share such information.
Taylors does not permit students, while in the school environment*, to:

- consume and/or possess alcohol
- deliberately inhale solvents
- possess drug related equipment such as syringes (unless for medical reasons and with the knowledge of staff), bongs, pipes
- possess, use or be under the influence of any illegal drug

*This includes any activity, excursion, camp or organised function such as the School Formal, Global Party etc.

RESPONDING TO DRUG RELATED INCIDENTS

**Initial procedures for staff at incident – all drugs**

Initial procedures for staff at any drug related incident including students being suspected of possessing, distributing or using a drug or drug related paraphernalia, including being drug affected.

1. Calmly, but firmly intervene ensuring the safety and health of all students, yourself and other staff members.
2. Consider calling for additional staff assistance.
3. Make a First Aid assessment, and if necessary, seek medical support.
5. Safely collect any suspected drugs and drug paraphernalia, awaiting police collection.
6. Escort the student/s to the Principal and had over with details of the incident.
7. Attend to other students.

**Initial Interview by Principal/Delegate**

8. Continue to monitor student safety
9. Throughout, inform students of proceeding, using natural justice principles
10. Secure evidence
11. Make an initial assessment of seriousness of the incident: collect, document
12. Determine next level of involvement
**Assessment**

13. No substance. No confession of drug use but unusual behaviour suggests drug use
   - Suspected use/possession/distribution of legal substance but unsanctioned behaviour
   - Suspected use/possession/distribution of legal substance but illegal behaviour
   - Suspected use/possession/distribution of illegal substance or identified substance

14. Use professional judgment to determine if need to inform Police.
   - May need to contact police for clarification or notification
   - Suspend interview and contact police to investigate/identify.

15. Contact parents. If police are involved, be guided by them in the matter.

16. Determine other participants for a school based response: student advocate, procedural observer etc. Ensure all participants understand proceedings and roles.

**Following actions**

17. Consider whether mandatory reporting is required.

18. Report incident through

19. Apply processes and consequences as per school’s behavior and/or drug policy. Provide student with

20. Plan a re-entry meeting if student is to re-enter the school. Support this with a Student Absence Learning Plan and Return To School Plan. Arrange counseling and ongoing educational support as needed.

21. Debrief staff, and review school policy.
## SANCTIONS FOR DRUG USE INCIDENTS

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<tr>
<th>INCIDENT</th>
<th>EXPLANATION</th>
<th>RANGE OF SANCTIONS:</th>
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| Smoking Cigarettes | Smoking is not permitted anywhere in the vicinity of Taylors House. Students found smoking will be liable to a range of sanctions dependent on the circumstances and whether or not other offences have been recorded. The law in Australia does not permit people under 18 to purchase cigarettes. | • a written exercise on the harmful effects of smoking  
• parents being notified by letter  
• referral to the school counsellor or other agency  
• suspension from school                                                                                                                                                                                                                                                                                    |
| Use of Alcohol   | Possession and/or consumption of alcohol in the school environment are forbidden. Students found drinking or possessing alcohol will be liable to a range of sanctions dependent on the circumstances and whether or not other offences have been recorded. The law in Australia does not permit people under 18 to purchase alcohol. People over 18 are not permitted to purchase alcohol and supply people under the age of 18 with alcohol. | • a written exercise on the harmful effects of alcohol consumption  
• parents being notified by phone call and/or letter  
• referral to the school counsellor or other agency  
• being sent home from a school camp (at student/parent’s expense)  
• being excluded from school activities/events  
• suspension from school                                                                                                                                                                                                                                                                                             |
| Prescription Drugs | Taking prescription drugs without a prescription is illegal and use by staff or students is prohibited.                                                                                                                                                                  | • a written exercise on the harmful effects of misusing prescription drugs  
• parents being notified by phone call and/or letter  
• referral to the school counsellor or other agency  
• being sent home from a school activity/camp (at student/parent’s expense)  
• being excluded from school activities/events  
• suspension from school                                                                                                                                                                                                                                                                                          |
| Illegal Drugs    | Possession and/or supply of illegal drugs are offences. Taylors will view either offence as a very serious matter. Students involved in incidents relating to the use or supply of illegal drugs will be liable to a range of sanctions.                                                                                   | • parents being notified by phone call and/or letter  
• referral to the school counsellor or other agency  
• being sent home from a school activity/camp (at student/parent’s expense)  
• expulsion from school  
• police being notified                                                                                                                                                                                                                                                                                                  |
7 RECORDS

Study Global notes and scanned documents

DOCUMENT VERSION CONTROL

<table>
<thead>
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<th>Document</th>
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<td>Author</td>
<td>Manager Student Welfare &amp; Support</td>
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<tr>
<td>Approver</td>
<td>Principal</td>
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<td>Version</td>
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<tr>
<td>Date</td>
<td>02 April 2013</td>
</tr>
<tr>
<td>Replaces</td>
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<td>30 June 2014</td>
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