



# SUBSTANCE MISUSE POLICY (to be read in conjunction with the Drug Education Program)

Created: Jan 2008

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## Rationale

### MISSION STATEMENT

*St Aidan's strives to provide excellence in education, in a caring, friendly environment, where each individual, nurtured and shaped by the values of the Christian Faith, has the opportunity to achieve her full potential and to develop a passion for life and for learning.*

The Mission Statement of St Aidan's Anglican Girls' School charges each of us with the nurture and education of each of our students. This responsibility has provided the framework for the development and implementation of our Drug Education Program.

Drug use is a fact of life in contemporary society. Many people consume drugs for medicinal purposes whilst recreational drug use has become normalised. St Aidan's Anglican Girls' School aims to create an environment where students are educated about drugs and drug issues, where unnecessary drug use is discouraged, and where sanctioned drug use takes place in controlled circumstances. The school discourages all drug use which is detrimental to the health and well being of students, or which is not sanctioned by parents, medical authorities or the law.

The aims of the Drug Education Program are to:

1. Critically question the normalisation of recreational drug use and social expectations;
2. Encourage our young women to make informed and responsible decisions about the use of alcohol, tobacco and other drugs;
3. Promote an integrated approach to living that embraces the physical, mental, spiritual and social aspects of life;
4. Treat all students fairly; and
5. Involve students, parents, teachers and the wider community.

It is the policy of St Aidan's Anglican Girls' School that tobacco, alcohol and drugs, other than those medically prescribed which are legally obtained for the student, are not to be used or be in the possession of students on school property or at any school function / event.

Terms used in this Policy are defined in Appendix 1.

## St Aidan's Substance Misuse Policy

There are three inter-related components to this Policy, namely:

1. Education;
2. Referral and Counselling; and
3. Intervention.

### 1. EDUCATION

The education component of this policy has been framed within the wider context of encouraging and assisting students to adopt a healthy lifestyle.

Since direct and indirect exposure to alcohol, tobacco and drugs is inevitable in modern society, the School will strive to provide students with information which is accurate and relevant as well as the

opportunity to develop personal skills to enable them to make responsible and informed decisions about issues related to their health and personal safety.

The education program extends to parents and staff. It is the responsibility of all parents and staff of the School to treat the use of drugs as a serious problem and through both work and action, support the school policy at all times.

### **Students**

The School has developed a Drug Education Program with classes on the topic designed to provide information which is accurate and relevant as well as developing the personal skills to enable students to make responsible and informed decisions about issues relating to their health and legal responsibilities.

**Information relating to the Program can be found in Appendix 2 attached to this policy. From time to time, teachers will revise and up-date this education program.**

- a) **Parents**  
Parents will be informed about our Drug Education Program and other related issues.
- b) **Staff**  
Staff play an important role in this area and have access to current and accurate information.

## **2. Referral and Counselling**

The pastoral care system that exists in the School provides a structure for referral and counselling. The Chaplain and School Counsellor provide specialist support for students, parents and staff and will work closely with the parent/s together with the Head of Junior School and/or Dean of Students.

The School will also draw on the expertise of outside agencies as it is felt needed.

## **3. Intervention**

### **A. General**

- a) All staff have legal and professional responsibilities to respond to information about, and incidents involving, students' use or possession of legal or illegal drugs on school property or at attendance at a school related function/event.
- b) When staff suspect or are advised that a student has used or possesses a drug, it is necessary to establish and respond to the student's health and safety status.
- c) The incident, the student(s) and the substance must be referred immediately to the Principal, or in the absence of the Principal directly to a member of the Senior Leadership Team.
- d) The Principal will immediately report the incident to police if illegal drugs or any utensil used in connection with any illegal drug is located.
- e) The Principal will identify an appropriate staff member to be responsible for managing the incident. This person will be responsible for collecting information, co-ordinating subsequent actions, maintaining written records and the debriefing of students, parents and staff involved.
- f) The Principal will advise the Dean of Students or the Head of Junior School, Chaplain or School Counsellor that an incident has occurred and nominate one of these persons as a student and family support person if required.
- g) The person nominated to manage the incident will not be the same person as the person nominated as the support person.





- f) If, in the reasonable opinion of the Principal, a student's health may be affected by the drug in question, the Principal shall be entitled to seek medical advice and if she believes it necessary send a student for medical treatment.

### **Consequence**

- First Occasion: Suspension for not less than two days during which time the student must begin a process of rehabilitation.
- Any subsequent occasion: Further suspension of no less than 5 days or possible expulsion.

If a substance is not found but there is sufficient information such as reliable witnesses and evidence such as student behaviour to suggest that the student has used a substance or possessed a substance or items then the parents will be contacted and further action taken at the discretion of the Principal.

## **E. Illegal Drugs**

### **Procedures**

Where there are reasonable grounds to believe that a student on school property or at a school event or in school uniform, is in possession of illegal drugs or items associated with illegal drug use and/or manufacture, the Principal shall be entitled to carry out all, or any part of the undermentioned steps or any other steps the Principal considers reasonable and necessary to enforce this policy and to maintain proper order and discipline in the School.

- a) Conduct a search of the student's locker and personal effects and seize any suspected drugs or illegal items. This search will be conducted under the conditions outlined in Section A (h) – (k) as outlined in this policy.
- b) All drugs and items seized must be sealed individually in clear clipseal bags and secured in a locked receptacle in the Principal's office.
- c) *If the illegal drugs and/or associated items are located immediately notify the police and the Chair of School Council to this effect.*
- d) Notify the relevant parents/legal guardians.
- e) Hold a meeting with the parents to discuss appropriate action.
- f) If, in the reasonable opinion of the Principal, a student's health may be affected by the drug in question, the Principal shall be entitled to seek medical advice and if she believes it necessary send a student for medical treatment.

### **Consequence**

Immediate suspension until such time that the police investigation is finalised and probable expulsion.

If an illegal drug or an item is not found but there is sufficient information such as reliable witnesses and evidence such as student behaviour to suggest that the student has used an illegal drug or possessed an illegal drug or an item then the parents or police will be contacted and further action taken including probably expulsion.

If the police investigate leads to an official caution or to legal proceedings commencing in relation to an offence under the Drugs Misuse Act 1986, the student will be expelled.

## **F. Students under the Influence of Alcohol or a Drug**

### **Procedures**

Where there are reasonable grounds to believe that a student on school property or at a school event or in school uniform is under the influence of alcohol or a drug, the Principal shall be entitled to carry out any or all of the undermentioned steps or any other steps the Principal considers reasonable and necessary to enforce this policy and to maintain proper order and discipline in the School.

- a) Where the Principal reasonably believes that a student is so affected by alcohol or a drug as to require medical treatment, the Principal may treat it as a medical emergency.
- b) If there are no reasonable concerns for the health of the student, the Principal will contact the student's parents/guardians and arrange for the immediate and safe departure of the student from school property.
- c) The Principal may authorise a search of the student's locker and personal effects and seize any suspected drugs or alcohol. This search will be conducted under the conditions outlined in Section A (h) – (k) as outlined in this policy.
- d) Retain any drugs or alcohol seized which may be handed over to medical personnel for identification and aid in treatment of any medical condition, or to either the parents or the police if appropriate or required by law.
- e) Hold a meeting with the parents to discuss appropriate action.

### **Consequences**

**PROBABLE EXPULSION.**

## **G. Distribution of Alcohol / Drugs between Students**

### **Procedure**

Where there are reasonable grounds to believe that a student has been distributing drugs or alcohol on school property, at a school event or in school uniform, the Principal shall be entitled to carry out any or all of the undermentioned steps or any other steps the Principal considers reasonable and necessary to enforce this policy and to maintain proper order and discipline in the School.

Conduct a search of the student's locker and personal effects and seize any suspected drugs or alcohol. This search will be conducted under the conditions outlined in Section A (h) – (k) as outlined in this policy.

- a) Secure any drugs or alcohol.
- b) Notify the students' parents/legal guardians and police.
- c) Hold a meeting with the parents to discuss appropriate action.

### **Consequences**

**Probable Expulsion**

**It should be noted that even the act of offering to supply an illegal drug or a prescribed drug for non-medical purposes is seen by police as a serious offence.**

## **H. Distribution to a Student of Alcohol or Drugs by a Non-Student**

### **Procedures**

Where there are reasonable grounds to believe that a non-student has been distributing drugs or alcohol on school property at a school event or in school uniform, the Principal shall be entitled to carry out all, or any part of the undermentioned steps or any other steps the Principal considers reasonable and necessary to enforce this policy and to maintain proper order and discipline in the School.

Have such a person removed from the School's property.

Seek the advice and assistance of the police.

Contact the parents of any student/s involved.

## **4. Other Matters**

### **a) Rights and Responsibilities of Staff**

When staff, other than the Educational Leadership Team, become aware of incidents which have the capacity to constitute an offence (either criminal or in breach of school policy) and they speak to students to substantiate their belief, they inadvertently become part of the investigation process. Their actions from this point onwards may assist police in the investigation of these incidents or hamper further investigations.

To ensure that investigations are not hampered in any way, it will be necessary to ensure the rights of the student are considered. This means that in any conversations with students, staff must not threaten, promise or offer inducements to students in order to secure their participation in any interview or secure an admission.

If on reasonable grounds a belief is formed that the activity is one of a criminal nature, staff should not where possible undertake an interview with any students suspected of involvement.

The above advice was provided by State Crime Operations Command, Queensland Police Service.

### **b) Media Enquiries**

All enquiries from external persons or agencies, including the media, must immediately be referred to the School's Principal.

## **RELATED DOCUMENTS**

Drug Education Program

## APPENDIX 1

### Definitions

- i. **School Property or any School function / event / or whilst in School Uniform**  
School Property includes not only School buildings and the surrounding grounds but also includes out-of-classroom programs, camps, activities and facilities, approved of or under the jurisdiction of the School.  
  
**School uniform includes all items of clothing a student is required to wear or carry when attending or representing the school.**
- ii. **Principal**  
Principal means the Principal of St Aidan's Anglican Girls' School or the Principal's designate.
- iii. **Parent/Guardian**  
Means a person exercising responsibility for the legal care of a student. This includes 'Homestay' placement providers for international students.
- iv. **Alcohol**  
Alcohol means liquor as defined in the Liquor Act 1992.
- v. **Tobacco**  
Tobacco in the form of cigarettes, cigars or any other item constituted for the purpose of smoking.
- vi. **Drugs**  
Drugs include illegal drugs, non-prescription drugs, prescription drugs not used as prescribed, and hydrocarbons, contained in for example petrol and glue, and consumed by inhalation. The term when used in this document includes a reference to any item used in connection with the improper or in appropriate administration or consumption of a drug.
- vii. **Illegal Drugs**  
Illegal drugs are those defined as "Dangerous Drugs" in the Drugs Misuse Act 1986. The term when used in this document includes a reference to any item used in connection with the administration or consumption of an illegal drug.
- viii. **Search of the student's locker or personal effects**  
Search of the student's locker or personal effects means a search of all of a student's personal belongings found on school property and other locations associated with a school event or camp with the student and a witness present.
- ix. **Smoker**  
A smoker is defined as a student who is smoking tobacco, or who has implements related to smoking.

## APPENDIX 2

### DRUG EDUCATION PROGRAM

#### INTRODUCTION

Drug use is a fact of life in contemporary society. Many people consume drugs for medicinal purposes whilst recreational drug use has become normalised. St Aidan's Anglican Girls' School aims to create an environment where students are educated about drugs and drug issues, where unnecessary drug use is discouraged, and where sanctioned drug use takes place in controlled circumstances. The School discourages all drug use which is detrimental to the health and well being of students, or which is not sanctioned by parents, medical authorities or the law.

#### AIMS

The aims of the Drug Education Program are to:

1. critically question the normalisation of recreational drug use and social expectations;
2. encourage our young women to make informed and responsible decisions about the use of alcohol, tobacco and other drugs;
3. promote an integrated approach to living that embraces the physical, mental, spiritual and social aspects of life;
4. treat all students fairly; and
5. Involve students, parents, teachers and the wider community.

#### CURRICULUM

##### Year 8

Students in Year 8 are required to participate in the *Friends for Life* course, a life-skills enhancement program promoting psychological resilience. This program involves the promotion of good self-esteem, positive social behaviours and coping strategies, three very important qualities when faced with situations involving alcohol and drugs. The program is delivered during prescribed SEL lessons by the students' form teachers; during this stage of transition into secondary school, the form teacher is a central figure in developing trusting relationships and a positive learning environment.

##### Year 9

Students in Year 9 are required to participate in the *Beyond Blue* program which underpins the prescribed SEL lesson in Year 9. This program involves students' exploration of managing relationships and the role of social contexts on decision-making and behaviour. In addition, Year 9 students work with Year 11 students on a Party Safe Program developed from the federal governments *Leading Education About Drugs* resource. Tailored to suit the needs and interests of our students, the program aims to:

- Provide relevant and accurate information about drugs
- Assist students to understand that most people of their age and most adults in the population choose not to use drugs or not to use in a way that will cause them harm
- Enhance students' capacity to deal with drug-related issues

The basic assumptions behind the School's adoption of a youth participation model include:

- Active participation enhances learning and positive development
- Young people should be viewed as a resource rather than simply as recipients of the education experience
- Students can do important and valuable work; they have skills, expertise and knowledge and a valuable perspective to contribute to their community.

##### Year 10

The *Beyond Blue* program is continued in Year 10 and students are required to participate in this program in the prescribed SEL lesson. This program involves exploration of optimism, self-worth and a sense of belonging; strengths which enhance resilience. The Peer Power presentation – the Alcoholocaust – explores with students the motivating factors behind adolescent drinking and

investigates alternative methods for meeting the underlying need that appears to drive adolescents to alcohol use.

### **Year 11**

Year 11 students are required to participate in Social and Emotional Learning in Year 11, which has, as its focus, the *Learning Leadership* program, developed by Dr Tim Hawkes. Form teachers facilitate students' exploration of leadership within the broader context of character development, as well as leadership in the wider community and within the school. In leading the Party Safe Program with Year 9, students draw upon the knowledge and skills they have developed through drug education programs together with the understanding they have of our school community and context, to promote pro-social attitudes and a sense of connectedness between students. Year 11s are trained by form teachers, the year level coordinator and the Dean of Students.

### **Year 12**

The *Learning Leadership* program continues into Year 12, providing students with the support they require to manage their responsibilities as leaders in the school community. Their active involvement in the Peer Support program with Year 8 students makes a significant contribution to a supportive school environment. Year 12 students in their final term engage with a program to enable them to make a successful transition to life beyond school. Guest speakers and workshops address issues relating to drug education, safe driving, personal safety and other current information.

### **Involvement with wider community**

Partnerships with parents and our local community are encouraged through the presentation of Question Evenings with our Parents and Friends' Association. Guest speakers from the Crime Prevention Unit respond to questions about drugs, the law, and safety.