



**C A R B R O O K**

**Animal Assisted Learning Centre**

ALCOHOL, SMOKING  
PRODUCTS & ILLICIT  
DRUGS POLICY



Transformed  
Futures.

# Alcohol, Smoking Products and Illicit Drugs Policy 4.0

<b>Purpose:</b>	The purpose of this policy is to prevent the possession, use, sale and distribution of alcohol, smoking products and illicit drugs and related implements by students whilst attending the school or at a school-related activity	
<b>Scope:</b>	All students, including those aged 18 years and over, and parents	
<b>Status:</b>	Approved	<b>Supersedes:</b> Version 3.0
<b>Authorised by:</b>	Wendy Mungomery (Board Chair)	<b>Date of Authorisation:</b> 16 August 2024
<b>References:</b>	<ul style="list-style-type: none"><li>• <u><i>Tobacco and Other Smoking Products Act 1998 (Qld)</i></u></li><li>• <u><i>Liquor Act 1992 (Qld)</i></u></li><li>• <u><i>Australian Privacy Principles</i></u></li></ul>	
<b>Review Date:</b>	August 2024	<b>Next Review Date:</b> August 2025
<b>Policy Owner:</b>	Transformed Futures Ltd.	
<b>ISQ Template Version:</b>	2015	

## Policy Statement

**Carbrook Animal Assisted Learning Centre** (Carbrook Centre) has a zero-tolerance policy towards student use, possession, sale and distribution of alcohol, smoking products and illicit drugs and related instruments whilst attending school or school-related activities.

### Action plan

If Carbrook Centre becomes aware, or reasonable suspects, that a student has alcohol, smoking products or illicit drugs at school or at school-related activity, the school will take the following action, as appropriate in the circumstances:

- Firstly, ensuring the safety of the student/s concerned.
- Confiscate the substance and/or implement if appropriate.
- Interview the student/s.
- Contact the student/s' parents.
- 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, considering 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

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

- a student is trafficking drugs at school or at a school-related activity
- a student is incorrigibly taking drugs at school or at school-related activity

### Searching and confiscating property

In accordance with the Carbrook Centre Enrolment Contract, 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, Carbrook Centre will take the following action:

- if the police have been involved in the matter, give it to them
- if the substance is inherently dangerous, destroy it
- if possession of the substance is illegal, destroy it
- 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**

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.

## **Responsibilities**

### **The School's Responsibilities**

Carbrook Centre acknowledges its responsibility to:

- Develop and implement this Policy to help ensure the safety of students.
- Communicate this Policy to students, parents and employees.
- Keep appropriate records, monitor and report on any issues related to the use, possession, sale or distribution of alcohol, smoking products and illicit drug or related implements at school or at school-related activities.
- Encourage students, parents and employees to contribute to a healthy school culture.

### **Employee Responsibilities**

Carbrook Centre's employees have a responsibility to:

- Uphold its Policy on this issue.
- Try to prevent and appropriately respond to any instances of use, possession, sale or distribution of alcohol, smoking products or illicit drugs or related implements at the school or at school-related events, in accordance with this Policy and other relevant policies.

### **Parent Responsibilities**

Carbrook Centre's 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, smoking products or illicit drugs or related implements at school or at school-related events.

### **Student Responsibilities**

Carbrook Centre's students have a responsibility to:

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

## **Implementation**

Carbrook Centre will take the following reasonable steps to prevent the use, possession, sale and distribution of alcohol, smoking products and illicit drugs and related implements at the school and at school-related activities:

- Students, parents/caregivers and employees will be made aware of this policy and each parties responsibilities with regards to the policy.
- Student bags and personal belonging are stored securely in a locked cabinet, with staff supervising students when accessing their personal belongings.
- Student personal mobile phones are not accessible to students during school times.
- Vigilant supervision of students in class and break times.

## **Compliance and Monitoring**

Carbrook Centre will take the following reasonable actions to monitor issues and compliance related to the use, possession, sale or distribution of alcohol, smoking products and illicit drug or related implements:

- Issue related to compliance will be managed by the Head of Campus, Executive Director or other delegated staff member.
- Compliance issues and actions taken may be communicated to parents/caregivers and recorded in student notes.
- If required police and/or Child Safety will be notified in accordance with the schools' policies.
- An incident report form will be complete, and these will be monitored by the Executive Director and reported to the Board.