

 <b>Plenty Valley</b> CHRISTIAN COLLEGE <small>In Christ: Wisdom &amp; Knowledge</small>		<h2>Illicit Drug Use Policy</h2>	
<b>Document Classification:</b>		Policy	
<b>Version:</b>	1.1	<b>Date:</b>	23 August 2018

**Rationale:**

- Drug use in schools is a social, health and legal problem that needs to be addressed in accordance with established protocols and in our case the honouring of a Christian lifestyle.
- It is a requirement that employees and students do not work under the influence of alcohol or drugs. Being affected by alcohol or drugs at work, particularly in at risk environments, can seriously compromise the health, safety and welfare of employees, students and others in the workplace, and also impair an individual's ability to perform their work competently and professionally. Further, inappropriate or unlawful conduct arising out of alcohol or drug use may expose the College to legal liability in some circumstances.

**Aims:**

- To provide a school environment that is free of illicit drugs or their use, and safe for all staff and students.
- To ensure the school grounds are appropriately free of illegal drugs such as tobacco and alcohol.

**Strategies for Implementation:**

- Teachers have a responsibility to take reasonable measures to protect students in their care from risks of injury that should have been reasonably foreseen, including risks associated with common and illicit drugs.
- Our school does not accept that any student or staff member use, possess, supply or be under the influence of illicit drugs at school, a school function or in the vicinity of the school or its students;
- Including medically prescribed or over the counter drugs in the sense that their ability to work safely, competently and professionally is impaired.
- It is incumbent upon a school to act whenever cases of drug use or illegal or criminal activity occur, or are suspected to have occurred, at school. Such action must involve staff members informing the principal who will contact appropriate authorities and

parents. Counselling or support may be arranged as necessary, and thereafter compliance with the school's Student Code of Conduct.

- Whether or not the principal informs all parents or students of incidents involving drugs at school is a matter of circumstances and degree, but the principal's legal duty is to ensure that the school environment is, as far as practicable, safe and free from risks. It is at the principal's discretion, based on the seriousness of the offence, as to determine the nature of disciplinary action (if any) that is to be taken.

**The purpose of this policy is to:**

- assist the College in fulfilling its OHS obligations and duty of care to ensure the health, safety and welfare of all employees, students and others, in the workplace;
- assist employees to fulfil their duty of care towards themselves and others in the workplace;
- preserve the reputation of the College in the community;
- promote awareness of personal safety and security in relation to alcohol and drug consumption;
- minimise the College's exposure to legal action arising out of the abuse or inappropriate use of alcohol and prohibited drugs;
- provide College employees and students with adequate information about the ways in which drugs and alcohol can impair safe and competent performance of work and the consequences of their inappropriate use, and,
- This policy applies to all work based activities of College employees, whether on or off campus.

**Policy Principles**

- Employees or students must not possess, distribute, sell or consume prohibited drugs in the workplace.
- Employees or students must not consume alcohol, medically prescribed drugs or over the counter drugs while at work or on College business, other than in accordance with this policy.
- Employees or students must not be impaired, in their ability to perform their duties safely, competently and professionally, by alcohol or drugs including medically prescribed or over the counter drugs.
- A risk management approach will be used to determine those areas where the college expects staff not to be impaired by drug and alcohol consumption at all times.

- It is recognised that some occasions, restricted to low risk activities, outside work hours, may involve limited and responsible consumption of alcohol.
- Assistance and support will be offered to employees where there is a perceived or identified substance abuse or dependency problem.
- The college will inform students and parents via newsletters, the Student Code of Conduct and other means, that school lockers and desks are school property and may be searched without notice.
- Students suspected of having illicit drugs in school bags or personal clothing are to be separated from other students and supervised while the police are contacted. A teacher or principal can conduct an immediate search of a school bag or clothing in the company of another responsible adult if there is imminent concern that the student is likely to use or dispose of an illicit drug while the police are contacted. Alternatively the same search procedure may be used without contacting police if a student consents.
- School Board approval must be sought regarding the consumption of alcohol at school or school functions where students attend.
- Lessons relating to drug education will form part of the School Drug Education Strategy.
- The school will actively inform students of this policy.

### **Risk Assessment**

**This section is to be read in conjunction with the Policy Principles.**

- Where an employee has a legitimate need to use a medically prescribed drug or over the counter drug that could impair their work performance, the employee is required to notify their supervisor so that a risk assessment can be conducted to ensure the safety of the individual and others. The risk assessment will be undertaken in accordance with PVCC's OHS Risk Management Guidelines.
- A risk management approach will also be used to determine those areas where zero alcohol
- Examples of high and medium risk activities are, but not limited to, work involving:
  - operating or driving any mobile equipment, including vehicles, lawn mowers, excavation equipment, forklifts, tractors and the like,
  - workshop or laboratory locations,
  - medium to high levels of physical exertion, whether for short or long duration,
  - exposure to medium to high risk substances, such as dangerous goods, hazardous substances.
  - first aid

- operating hand held power tools,
- all construction work,
- all licensed work e.g. plumbing, electrical tasks.
- Examples of low risk activities may include but are not limited to:
  - administrative duties i.e. clerical work, checking email;

### **Consequences of Breaching This Policy**

- The College views any breach of this policy extremely seriously. An employee or student may face disciplinary action in accordance with the College's disciplinary procedures, which may include a warning, final warning or dismissal.
- Where appropriate, the College may recommend, or direct an employee to attend, internal or external drug and alcohol counselling.

### **Information and Assistance**

- The College is committed to providing information to employees and students on this policy. Education forms a key part of the implementation phase of this policy. In addition, information on alcohol and prohibited drugs will be made available to employees and students upon request.
- Employees should seek advice from their medical practitioner or pharmacist in regards to information on the possible effects of taking medically prescribed drugs or over the counter drugs.
- The College is responsible for ensuring that this policy is implemented. This includes ensuring that:
  - all employees are made aware of the policy;
  - risk assessments are undertaken on work tasks in consultation with employees as per the OHS Risk Management Guidelines;
  - employee behaviour is observed to ensure adherence with the policy;
  - any concerns or issues are addressed proactively and expediently to ensure all employees' health and safety;
  - support is provided to employees where appropriate;.
  - any suspected breaches of this policy are reported to the Manager OHS and seek advice on management of that specific case; and
  - the Student Conduct Rules are complied with, particularly in relation to field trips.
- All employees must adhere to their duty of care and their specific obligations as outlined in this policy. This includes:

- advising their supervisor if they have a concern for, or believe themselves or a co-worker or a student presents a threat to the health and safety of themselves or others;
- recognising that performance of duties could be affected by alcohol or drugs and raising this with their supervisor to instigate appropriate risk control measures if required;
- not undertaking duties if their ability to perform their duties safely, competently and professionally is impaired by alcohol or drugs;
- not consuming alcohol while on duty, other than in accordance with this Policy;
- not possessing, distributing or otherwise consuming any prohibited drugs while on duty or on College premises, and
- **Make sure you clearly communicate the company policy for social events, the repercussions of drinking in excess, the legal driving limits, the responsibility of all workplace participants to drink alcohol sensibly and legally. Ensure staff are made aware that events are only authorised for specific periods of time.**

## DOCUMENT HISTORY & VERSION CONTROL RECORD

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0.1	17/07/2006	Principal	Initial issue as a controlled document
1.0	11/08/2011	D Peck	For review
1.1	23/08/2018	Principal	Minor Changes

Approved By:

Date:



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Mr John Metcalfe  
Principal