



## Related Policies

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Pastoral Care Policy  
Safe School Policy  
CECG Exclusion, Expulsion and Transfer of Students Policy  
CECG Smoking Free Environment

## Purpose

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The purpose of this policy is to prevent the exposure, possession, use, consumption, sale and distribution of alcohol, tobacco and illicit drugs and related implements by students whilst attending school or at a school-related activity. The policy is designed to promote both the health and safety of all members of the College community and their rights to an environment free from the effects of substance abuse.

## Policy

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This policy applies to all students, including those aged 18 years and over, staff, parents, contractors and St Francis Xavier College community members.

### General

The use, possession, sale and distribution of alcohol, tobacco and illicit drugs and related implements on College grounds and at College related activities, excursions and events or when in College uniform is prohibited by students.

Staff must present to work free from the influence of alcohol or illicit drugs.

### Smoking

The College is a smoke free environment. Smoking, vaping and the use of e-cigarettes are not permitted on College grounds at any time or in any College owned vehicles. Students are prohibited from engaging in these activities at College-related events off-campus or while in school uniform.

### Illicit Drugs

College staff and community members are to act lawfully with respect to illicit drugs when on campus or at College-related activities. Their use, possession, sale and distribution are prohibited on College grounds.

### Alcohol

Staff members are not permitted to consume alcohol in school hours, or while supervising students.

On any occasion when students are present, alcohol consumption by staff and/or community members will be supported only in exceptional circumstances, at the discretion of the Principal or Principal's delegate.

## Definitions

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For the purposes of this policy:

**CECG means** Catholic Education, Archdiocese of Canberra and Goulburn

**e-cigarette means** a device that deliver an aerosol by heating a solution that is inhaled. The aerosol is commonly referred to as 'vapour'. Using an e-cigarette is commonly referred to as **vaping**.

**Illicit drugs** include illegal drugs and related implements, as well as legal drugs and substances being used for non-medical (i.e. recreational) purposes and inhalants such as spray paints and other aerosol products.

**Smoking** includes the consumption or inhalation of any smoke vapor or fume from any substance or implement.

**Vaping** means the action or practice of inhaling and exhaling the vapour produced by an electronic cigarette or similar device.



## Procedures

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### Responsibilities

The College must:

- Develop and implement the Alcohol, Tobacco and Illicit Drugs Policy to help ensure the safety of students.
- Communicate the Policy to students, staff, parents, authorised persons and all visitors to the College.
- Keep appropriate records, monitor and report on any issues related to the use, possession, sale or distribution of alcohol, tobacco and illicit drug or related implements at the school or at school-related activities.
- Encourage students, parents and employees to contribute to a healthy school culture.
- Ensuring appropriate signage and notices to notify all persons entering and/or using the College premises that they are smoke free.

College Staff must:

- Enforce and uphold the Alcohol, Tobacco and Illicit Drugs Policy.
- Make every effort to prevent and appropriately respond to any instances of use, possession, sale or distribution of alcohol, tobacco or illicit drugs or related implements at the school or at school-related events, in accordance with this Policy and other relevant St Francis Xavier College policies.

Parents must:

- Read and understand and ensure their child reads and understands, the Alcohol, Tobacco and Illicit Drugs Policy.
- Ensure, as far as possible, that their child does not use, possess, sell or distribute alcohol, tobacco or illicit drugs or related implements at the school or at school-related events.

Students must:

- Not use, possess, sell or distribute alcohol, tobacco or illicit drugs or related instruments whilst at school or attending school-related activities or whilst in College uniform.

### Breaches

Measures used to deal with breaches of the Alcohol, Tobacco and Illicit Drugs Policy will be a combination counselling and disciplinary action and will be applied in accordance with College policies and Behaviour Management Guidelines.

If the College becomes aware, or reasonably suspects, that a student is using, in possession, selling or distributing alcohol, tobacco or illicit drugs or related instruments at school or attending school-related activities or whilst in College uniform, the College will take appropriate action as appropriate to the circumstances by:

- Ensuring the safety of the student(s) concerned
- Confiscating the substances or implements
- Issuing a detention to the student(s) concerned
- Suspending the student(s) concerned
- Recommending the exclusion of the student(s) concerned to CECG
- Interviewing the students(s)
- Contacting the student(s) parents
- Reporting the matter to the police if appropriate
- Referring the student(s) concerned to relevant support and counselling agencies



## Reporting to Police

The College will report relevant matters to the Police when it is in the student's or College community's best interests and as well as when:

- A student is trafficking drugs in school or when in school uniform off campus
- A student is persistently taking drugs at the school

## Searching and Confiscating Property

In accordance with the College Student Behaviour Management Guidelines and other relevant College policies, a student's property, including lockers and bags will be searched and prohibited items confiscated if it is believed to be appropriate in the circumstances.

Confiscated items will be dealt with as follows:

- If the police are involved in the matter the items will be given to them.
- If the substance is inherently dangerous it will be destroyed.
- If possession of the substance is illegal, it will be destroyed
- If none of the above scenarios are applicable give it to the persons responsible for the student.

## Related Documents

ACT Smoke-Free Public Places Act 2003 (Amended 2011)

Guidelines for Professional Conduct in the Protection of Children and Young People (CE)

St Francis Xavier College Student Behaviour Management Guidelines

CECG Parent Charter

St Francis Xavier College Handbook

## Information

Policy Number	SFX_04
Version	2
Audience	Staff, Students, Parents, Contractors, Community
Category	Pastoral Care
Effective Date	2020
Review Date	2023
Responsible Officer	Assistant Principal Student Wellbeing
Approved By	Community Council