

Highgate Schools School Policy

DRAFT 1

Authority

This policy is consistent with *DECS Intervention matters: A policy statement and procedural framework for the management of suspected drug-related incidents in schools*. This policy was developed by our Drug Strategy Core Team in consultation with students, staff, parents and community partners, and endorsed by the SRC, staff and Governing Council on Highgate Schools. To ensure continuous improvement, school procedures will be reviewed after every drug-related incident, whilst the policy will be reviewed at least every two years.

Overarching policy statement

Our school is committed to maintaining a safe, secure and supportive environment for its community. This policy is part of our Whole School Drug Strategy that includes a range of curriculum; policies and procedures; and positive school environment initiatives. Our school takes action to prevent drug use by students and to intervene if it occurs by taking a whole of school approach. The use, possession and/or distribution of illicit drugs and the unsanctioned use and distribution of drugs such as alcohol, tobacco and prescription drugs, are not accepted.

Links to other school initiatives

Student wellbeing and resiliency is a Highgate Schools' priority.

Drug education is taught as part of a sequential and developmentally appropriate curriculum

Our school's medication management, OHS&W and curriculum policies, and our school's behaviour code.

Partnerships are made with parents and community agencies to assist our school to address drug issues.

Within our school these initiatives are supported by:

- Program Achieve
- Bounce Back
- Life Education Van
- Student Representative Council
- National Safe Schools' Strategy
- First Aid
- Active for Life
- Cross-Curricula approach
- Protective Behaviours
- Keeping Connected program
- Training and Development for Staff
- Links with outside agencies, including local health providers
- Links to DECS Services, including ISBM

Principles and rationale

The principles of natural justice and procedural fairness will apply in the management of suspected drug-related incidents, as outlined in Appendix D of *Intervention matters*.

At Highgate Schools student's health and safety is paramount therefore:

- Student's will be escorted to an appropriate management area in order to assess the student's health and safety and to maintain confidentiality

The student/s will be informed of:

- what has been alleged
- the form of the proceeding
- their right to be represented by an advocate
- their right to be heard and question evidence
- their right to impartial adjudication
- their right to privacy
- their right to appeal

If suspected drug-related incidents occur and drug issues arise, they will be managed and responded to in ways that:

- minimise the harm to all members of the school community
- ensure the wellbeing, educational careers and ongoing support for the students involved
- are both firm and fair.

Procedures for both school and extra curricular activities

Overview

Involvement with drugs, including illicit and unsanctioned drugs, means that school personnel have reason to believe that:

- drugs have been or are being used
- students are in possession of drugs or instruments used with drugs
- student/s are present when drugs are being used by others.

In the event of a suspected drug-related incident:

- The safety and wellbeing of students will be considered paramount: they may need to be treated as unwell in accordance with the school's health plan and/or emergency procedures.
- Parents will be contacted in instances of possession, use or distribution of illicit drugs or the use and/or illegal distribution of unsanctioned drugs.
- Police will be informed in instances of possession, use or distribution of illicit drugs and/or the illegal distribution of unsanctioned drugs.
- Consequences may vary and will depend on the nature of the situation, its potential for harm and the circumstances of the individual students involved. However, they could involve suspension or exclusion.

Follow-up support for student wellbeing will be implemented.

School procedures

Schools should complete the following detailed school procedures by referring to *Intervention matters*, Part 3 (Managing suspected drug-related incidents) and Appendix A (Incident management roles and documentation).

Initial procedures

- Calming, but firmly intervene to ensure the health and safety of students
- Make first aid assessment (and if necessary seek medical support)
- If intervening staff member is not a teacher, a teacher should be called to the scene
- Safely collect any suspected drugs and drug paraphernalia
- Escort student/s to an appropriate management area
- Note incident details – who, what, when and where
- Hand over to principal with appropriate details of incident

Initial interview

- Continue to monitor student/s safety
- Secure evidence
- Make initial assessment of seriousness of incident
- Inform student/s of the form of proceedings and their rights
- Determine and contact participants as appropriate – student/s, parent/s, caregiver/s, police, District Education Officer
- Ensure all participants understand proceedings and roles
- Interview student/s to collect and document facts about the incident
- Determine the next level of involvement

Assessment

- Use/possessions/distribution of illegal substance or unidentified substance ~ Suspend interview and contact police to investigate
- Use/possessions/distribution of legal substance but illegal behaviour ~ May need to contact police for clarification or notification
- Use/possessions/distribution of legal substance but unsanctioned behaviour ~ Use professional judgement to determine if need to inform police
- No substance, no confession of drug use but unusual behaviour suggests drug use ~ Treat the students as being unwell according to the health support planning guidelines ~ Contact parents/caregivers to collect unwell student

Make decisions about consequences, including educative and deterrent.

- Student to be informed of decision and any appeal/review process
- Consequences maybe determined by applying natural justice principles together with school discipline policy.

Following actions

For student/s

- If necessary, organise and implement student development plans as a part of the consequence
- On-going educational support
- Counselling
- Appropriate behaviour management consequences to be implemented
- Re-entry planning if student has been suspended
- Drug intervention process (police)

For staff

- Debrief staff, analyse and implement up to date/relevant training and development as required
- Support as required
- Review school procedures.

Designated staff

Inner South Office Delegate : _____

Principals' delegates: _____

Drug Strategy Core leader: _____

First aid support staff: _____

Ratification

This policy has been ratified by:

- Staff of Highgate Schools
- Education Sub-committee
- Governing Council
- Student Representative Council