



SUBSTANCE MANAGEMENT POLICY

Statement of Context and Purpose

Huntingtower is committed to maintaining a safe, healthy, and productive environment for all. The School enforces a strict policy prohibiting any substance use - defined as illegal drugs, non-medical use of prescription medication, tobacco, e-cigarette products and alcohol (collectively referred to as substance), to ensure the wellbeing and optimal performance of the entire school community.

Application

This policy applies to all Huntingtower employees, students, contractors, volunteers and visitors on school premises, and at off-site school activities where students are in attendance including school vehicles and excursions.

Mandatory Rules

Huntingtower enforces a strict zero-tolerance policy for the misuse of substances

1. At all school events and activities where students are in attendance, the consumption, possession, distribution or being under the influence of alcohol is strictly prohibited, regardless of the location
2. Employees, students, contractors, volunteers or visitors are prohibited from consuming, possessing, distributing or being under the influence of illegal drugs, misused prescription medication, tobacco or vaping products while on school premises or during school-related events, including excursions and camps
3. Employees taking prescription medication that may impair their ability to perform their duties must notify the School and may be required to take leave or adjust their duties
4. Any suspicion of impairment due to substance use will be acted upon and the affected individual will be required to leave the premises or the School-related activity

Incident Management and Disciplinary Action

- Any incident involving a prohibited substance will be documented, reviewed and addressed promptly to ensure safety and support
- Employees and contractors who breach this policy may be subject to disciplinary action, including termination
- Students found in violation will be subject to the School's behavioural policies and may receive intervention support
- Contractors, volunteers, or visitors who breach this policy, including being seen smoking or vaping on school grounds or at school events, will be instructed to cease immediately and may be asked to leave the premises; repeat or serious violations may result in exclusion from future school access or activities
- The School will act immediately to ensure safety and provide necessary assistance to any affected individual

Management of Volunteers and Visitors Under the Influence

If a volunteer or visitor is suspected to be under the influence of a substance:

- They should be discreetly escorted to a private area to discuss the concern by a minimum of 2 staff members
- The Principal or a Principal's Delegate should be notified immediately
- If the individual poses a safety risk, they may be asked to leave the premises promptly
- Record the incident details, including observations and actions taken, in a confidential file
- Assess the individual's suitability for future visits or volunteer activities based on the incident

Management of Contractors Under the Influence

If a contractor is suspected to be under the influence of a substance:

- They will be removed from the worksite or school premises immediately to ensure safety
- The Principal or a Principal's Delegate will be notified and the contractor's employer will be contacted
- The School may suspend or terminate the contractor's services depending on the severity of the breach and impact on safety
- An incident report will be documented, detailing the observations and actions taken
- The contractor may not be permitted to return until a formal review is conducted and assurances of fitness for work are provided

Use of School Vehicles and Excursions

- All persons operating or travelling in school vehicles must not be under the influence of a substance. School vehicles are considered an extension of the school environment and all provisions of this policy apply
- If an employee, student, contractor, volunteer, or visitor is suspected to be under the influence of a substance while using or traveling in a school vehicle, they will be immediately removed from that environment and the incident will be documented and investigated
- On excursions, camps, or off-site activities where students are in attendance, the same rules apply as if on school premises. Staff supervising the excursion are responsible for enforcing the policy and ensuring the safety of all participants
- If an individual is found to be under the influence of a substance during an excursion, appropriate action will be taken immediately, including removal from the activity and safe transport home or to a suitable location

Confidentiality and Privacy

All information related to substance use incidents will be treated confidentially. Student information will only be shared with relevant school staff responsible for their care and wellbeing, in accordance with privacy regulations.

Harm Minimisation and Prevention Strategies

Huntingtower adopts a harm minimisation approach by implementing the following strategies:

- Education and Awareness: Professional development sessions for staff and age-appropriate educational programs for students on the risks associated with substance use
- Access to Support Services: Employees and students have access to confidential support services, including referrals to internal/external counsellors and providers

Available Assistance and Support Services

Huntingtower recognises the importance of keeping students engaged in education and will provide support services to students dealing with substance use or related challenges to help maintain their participation in their schooling. As part of this commitment, Huntingtower will also provide information on external support service, including:

- **DirectLine** (1800 888 236)
- **Youth Drugs and Alcohol Advice (YoDAA)** (1800 458 685)
- **Better Health Channel** (www.betterhealth.vic.gov.au)
- **Alcohol and Drug Foundation** (www.adf.org.au)

Definitions

- **Substance Use:** The consumption, possession or distribution of drugs (including illegal drugs and misused prescription medications) smoking or vaping products and alcohol
- **Under the Influence:** The state of being affected by a substance such that judgment, performance, or behaviour is impaired
- **Illegal drugs:** such as cannabis, opiates, and certain types of stimulants, pharmaceutical drugs (such as pain-killers and tranquillisers) when used for non-medical purposes and other substances used inappropriately (such as inhalants).
- **Prescription Medication:** Medicine that can only be made available to a patient on the written instruction of an authorised health professional
- **Smoking and Vaping products:** Includes all tobacco products, electronic cigarettes (e-cigarettes) and other devices that deliver vaporised substances, including nicotine
- **Harm Minimisation:** A strategy aimed at reducing the negative health, social and legal impacts associated with substance use through education, prevention and intervention
- **Employee:** Any person engaged by the School on a full-time, part-time or casual basis under an employment agreement
- **Contractor:** An external person or entity engaged to perform services for the School under a contractual agreement
- **Volunteer:** Any individual providing unpaid services or assistance to the School in an official capacity
- **Visitor:** Any individual on school grounds who is not a student, employee, contractor or volunteer

Related documents

- Huntingtower Staff Code of Conduct
- Huntingtower Student Code of Conduct Policy
- Huntingtower Student Wellbeing and Engagement Policy
- Huntingtower Privacy Policy
- Volunteer Policy
- Occupational Health and Safety Policy
- Occupational Health and Safety Act 2004 (Vic)
- Privacy and Data Protection Act 2014 (Vic)
- Workplace Health and Safety Regulations

Communication

This Policy is available to employees, students, volunteers, contractors and the school community via the School's website. In addition, relevant aspects of this Policy will be raised at staff and student meetings and highlighted in Bulletins and newsletters.

Evaluation

The Principal is primarily responsible for monitoring the overall compliance, review and ongoing improvement of our child safe policies, procedures, and practices. This document will be reviewed as part of the Huntingtower review cycle (and otherwise as and when required).

Authorisation

This policy was authorised by the Principal, February 2016

Reviewed February 2017, 2018, March 2019, April 2025

Date of next review: April 2028