



# KINGSTON COMMUNITY SCHOOL

*Country style education with city style opportunities*

## **AUTHORITY**

This policy is consistent with *DECD Intervention Matters: A policy and procedural framework for the management of suspected drug-related incidents in schools. (Revised 2011)*

To ensure continuous improvement, school procedures will be reviewed after every drug related incident, whilst the policy will be reviewed at least every three years.

## **POLICY STATEMENT**

Our school is committed to maintaining a safe, secure and supportive environment for its community.

The use, possession and/or distribution of illicit drugs and the unsanctioned use and distribution of drugs such as alcohol, tobacco and prescription drugs, is not acceptable in schools. Suspected drug-related incidents will be responded with a mix of educative, deterrent and disciplinary responses, mindful of the need to consider principles of natural justice and legal obligations and of managing risks for the school and of DECD

## **LINKS TO OTHER INITIATIVES**

Preventative drug education is taught as part of a sequential and developmentally appropriate curriculum.

Partnerships are made with community agencies to assist our school with drug education.

## **PRINCIPLES AND RATIONALE**

The principles of natural justice and procedural fairness will apply in the management of suspected drug-related incidents.

Our school will implement these in the following way:

- The right of the student to be informed of the proceedings
- The right of the student to be represented by an advocate of choice
- The right of the student to know what is alleged
- The right of the student to be heard and to question evidence
- The right of the student to impartial adjudication
- The qualified right to privacy of the student
- The right of the student to appeal
- The right of the student to legal representation

When 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 student involved

- Are both firm and fair

# PROCEDURES FOR 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
- Students 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 according to Kingston Community School First Aid procedures.
- Parents will be contacted in instances of possession, use or distribution of drugs.
- When an incident involves suspected illicit drugs and/or illegal behaviour, police will be informed.
- The regional office will be advised when suspected drug related incidents involve the police and/or poses a risk to the school or to DECD.
- All incidents must be recorded through IRMS.
- Consequences may vary and will depend on the nature of the situation, its potential for harm and the circumstances of the individual students involved. Some may involve suspension or exclusion
- Follow up support for student wellbeing will be implemented.

## **SCHOOL PROCEDURES**

***Incident*** Student/s suspected of possessing, distributing or using a drug or drug paraphernalia, including being drug affected.

### ***Initial procedures for staff at incident– all drugs***

Calmly but firmly intervene ensuring the safety and health of student/s and particularly utilising OHS&W principles in caring for yourself.

1. Consider calling on additional staff. If intervening staff member is not on leadership one should be called to the scene
2. Make a first aid assessment (and if necessary seek medical support)
3. Inform student /s of suspicion and seek their cooperation
4. Note incident details – who, what, when, and where
5. Safely, collect any suspected drugs and drug paraphernalia, awaiting police collection
6. Escort student/s to Principal and hand over with details of incident

### ***Initial interview by Principal/delegate***

7. Continue to monitor student safety
8. Secure evidence
9. Make an initial assessment of seriousness of incident
10. Inform student/s of the form of proceedings and their rights
11. Contact as required – student parents/caregivers, victims, observers and police
12. Ensure all participants understand proceedings and roles
13. Interview student/s to collect and document facts about the incident

14. Determine next level of involvement

## ASSESSMENT

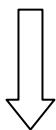
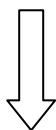
15.

Suspected use/possession/distribution of illegal substance or identified substance

Suspected use/possession/distribution of legal substance but illegal behaviour

Suspected use/possession/distribution of legal substance but unsanctioned behaviour

No substance. No confession of drug use but unusual behaviour suggests drug use



16.

Suspend interview and contact police to investigate/identify.

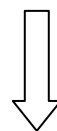
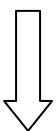
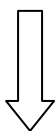
May need to contact police for clarification or notification

Use professional judgment to determine if need to inform police

Treat the student as being unwell according to the Health Support Planning guidelines. Contact parents/caregivers to collect unwell student

Contact Regional Office.

Notify Regional Office.



17. Make decisions about consequences, including educative, punitive and deterrent

18. Contact parents. If police are involved, be guided by them in the matter.

19. Determine other participants for a school based response: student advocate, procedural observer.

20. Ensure all participants understand proceedings and roles.

## FOLLOWING ACTIONS

21. Consider whether mandatory reporting is required.

22. Report incident through Incident and Response Management System (IRMS)

23. Apply processes and consequences as per school's behaviour and/or drug policy.

24. Plan a re-entry meeting for suspended students, supported by a Student Development Pan.

24. Arrange counselling and ongoing educational support as needed.

25. Debrief staff, and review school policy.

## Designated staff members

**Principal:** M Lippett

**Principal's delegate:** Deputy Principal Jeanette Emery

**School Counsellor:** Samantha Murdock

**First Aid Support Staff:** Denise Foreman