



## **Policy and Procedure for Alcohol and Drugs - Students (CF011P)**

### **1 Objective**

Central Regional TAFE (the College) is committed to a safe, healthy and productive learning environment for all students. The College recognises that alcohol or drugs may impair a person's ability to perform properly and can have serious adverse effects on the safety of others, College property and the College's reputation.

The purpose of this policy is to provide guidance to staff in the management of incidents relating to the use of alcohol and drugs involving students in the College environment, included residential village(s).

This policy applies to all students currently enrolled in the College.

College staff, visitors and contractors are provided for in the Policy and Procedure for Alcohol and Other Drugs ([HR001P](#)).

### **2 Policy**

The College considers it unsafe for students to participate in the College environment when impaired due to the use of alcohol or drugs. This includes participating in classes or activities whilst in the College environment, in-class activities, work experience and events sanctioned by the College held off campus (e.g. trade shows, excursions).

The College will endeavour to provide a drug-free environment for all students by adopting relevant approaches to the management of alcohol and drugs.

In line with the College By-Laws, the College will take immediate and appropriate action against any person admitting to, or found in breach of this policy.

#### **2.1 Alcohol**

Alcohol is not to be consumed on College grounds outside of the College Restaurants, with the exception of official functions where permission for providing alcohol has been obtained from the Managing Director or Director of Corporate Services. Under no circumstances is alcohol to be consumed or served by a person under 18 years of age (unless as part of the students' course or assessment).

#### **2.2 Illegal Drugs and Paraphernalia**

Possession, use and/or distribution of illegal drugs and drug paraphernalia are forbidden in the College environment. Actions taken against persons may include, but is not restricted to, suspension or expulsion from the College. Where appropriate, police involvement will be sought.

#### **2.3 Misuse of Substances or Medication**

The misuse of petrol, glues, solvents, other mind-altering substances, or medication is prohibited in the College environment.

#### **2.4 Prescription and Over the Counter Medication**

Some medications prescribed by medical professionals or available over the counter, may affect a person's ability to work safely.

All students (or parents/guardians) have a responsibility to advise their lecturer of any medication they are taking which may impact on their ability to safely undertake their course. This is particularly relevant in high risk areas (e.g. operating vehicles or machinery), or performing any activity that requires the ability to react to sudden changes.

Students taking medication should determine how it affects them by consulting their doctor. During this consultation students should describe their course activities to the doctor in order to determine if their ability to participate safely will be affected by their medication. It may be appropriate for the student to provide verification as to the side

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effects of the medication, such as a medical certificate to their lecturer, particularly where the medication is to be taken over an extended period of time.

Students unable to undertake course activities safely are to discuss this with their lecturer, who will assess the risk involved and discuss reasonable adjustments and/or possible alternatives. The lecturer should seek clarification from the Portfolio Manager if they are unsure on what action to take.

It is the responsibility of the student to arrange suitable storage for their medication whilst on College grounds.

### 3 Procedures

#### 3.1 Prevention Strategies

The focus of prevention strategies is to disseminate information and increase the awareness of the effects caused by the use of alcohol and drugs.

3.1.1 Students are made aware of this policy using the following strategies:

- Full policy available on the Student Portal
- Policy referenced in the Student Code of Conduct
- Student inductions

3.1.2 Student Services provide alcohol and drug awareness education for students during their College induction. This information may include the dangers as well as the effects substances may have on performance and safety, and the impact a conviction may have on future employment prospects.

3.1.3 The College may conduct workshops to identify the issues associated with alcohol and drugs in a specific industry area, as required.

3.1.4 The College actively supports government and local community agency campaigns, including static and/or manned displays held on campus.

3.1.5 Student Services support class groups who plan events and activities as part of their course.

#### 3.2 Intervention Strategies

3.2.1 Intervention strategies include:

- Encouraging students to seek the assistance of College support services
- Offering assistance to students through referral to professional community based rehabilitation services and health treatment services
- College staff support an alcohol and drug free College environment

#### 3.3 Student Responsibility

If a student suspects another student, visitor or staff member is under the influence of alcohol or drugs, they should inform a staff member immediately.

#### 3.4 Students on Work Experience/Placements

Students undertaking work experience/placement will be required to comply with all the occupational health and safety initiatives of the company they are placed with. This may include mandatory or random alcohol and drug testing.

Students who test positive for alcohol and/or drugs whilst on work experience/placement may have their placement with their host employer terminated immediately.

The following will apply once the College is advised of the work experience/placement termination:

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- The student will be suspended from their course in accordance with Section 20 of the Central Regional TAFE By-Laws 2016
- For students under 18 years of age, Student Services will contact the parent/guardian to notify them of the circumstances and advise they collect the student from the host employer.
- The student (and the parent/guardian for students under 18 years of age) is requested to meet with the relevant Portfolio Manager and/or Manager Student Services to discuss the range of external services available and any assistance the College is able to provide.
- The student will be considered for reinstatement, upon the provision of a medical certificate provided by a doctor of their own choice. The certificate must state the student is fit to undertake the tasks associated with their course. Any costs incurred obtaining a certificate are the responsibility of the student.
- The Lecturer completes an Unacceptable Student Behaviour Report Form ([CF006F1](#)) and places on the student's record.

### 3.5 Face to Face Students

Where a staff member has reasonable grounds to suspect a student is impaired, they must:

- Complete an Unacceptable Student Behaviour Report Form ([CF006F1](#))
- Cease activity for the student and relocate the student to a quiet/visible location (lecturers must seek assistance from colleagues to supervise the remainder of the class or cease class activities until the lecturer returns).
- Question the student to ascertain if they are impaired and if so, what is contributing to their condition.
- Contact the relevant Portfolio Manager and/or Manager Student Services to assist.

If the student behaves aggressively and the above procedure has been followed, the staff members should then:

- Seek immediate assistance from other staff members in the area.
- Evacuate or isolate all surrounding people at risk from the impaired person.
- Contact the Switchboard Operator or the area Program Assistant and advise of the situation. They will contact the Manager of Student Services or a Portfolio Manager to provide immediate assistance.
- Portfolio Manager or Manager Student Services to take appropriate action (e.g. calm student down, call the Police).

Once the student no longer poses a risk to others, the staff member must determine if the student is a health risk and obtain input from a First Aid Officer. If the student is a health risk, and depending upon the extent of the risk, the staff member should call an ambulance and/or contact the student's emergency contact or parent/guardian, as per the Health Care Information and Parent/Guardian Consent Form ([CF003F2](#)). Any costs incurred from the result of calling an ambulance are the responsibility of the student or parent/guardian.

If the student provides an acceptable explanation for their behaviour and does not pose a risk to either themselves or others, the Portfolio Manager or Manager Student Services may permit the student to return to class.

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If the student fails to admit impairment or does not provide an acceptable explanation, the Portfolio Manager or Manager Student Services will:

- Provide a quiet location for the student.
- Contact the emergency contact or parent/guardian and advise of the situation.
- Agree to suitable transportation of student to their home; it is not recommended the student drive themselves home (any costs incurred are the responsibility of the student or their parent/guardian).

### **3.6 Recommencement of Training**

#### **Student Admits Impairment**

The Portfolio Manager will:

- Interview the student. If the student is under 18 years of age, the parent/guardian will be advised of the meeting and invited to attend.
- Discuss the incident and the reason the College took action.
- Advise the student of counselling and support services available through the College's Student Support Services and/or community organisations.
- Advise of consequences of further incidents.
- Document discussion and place on the student's record.

#### **Student Does Not Admit Impairment**

The Portfolio Manager will:

- Interview the student. If the student is under 18 years of age, the parent/guardian will be advised of the meeting and invited to attend.
- Discuss the incident and try to establish a reason for the perceived behaviour.
- If a satisfactory explanation is not agreed upon, the Portfolio Manager shall advise of counselling and support services available through the College's Student Support Services and/or community organisations.
- Inform the student they will not be able to recommence their course until they provide a medical certificate from a doctor confirming they are fit to undertake the tasks generally associated with their course (student or parent/guardian are responsible for arranging the medical appointment and any costs incurred).
- Advise student of the consequences of further incidents.

### **3.7 Consequences of Policy Breach**

The College will follow the options below, depending on the severity of the offence:

#### **First Offence**

- If an agreed position cannot be reached on what caused the impairment, the student may not be able to recommence their course until a medical certificate is provided at the expense of the student or parent/guardian.

#### **Second Offence**

- The student may be suspended from their course in accordance with Section 20 of the Central Regional TAFE By-Laws 2016

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- The student may not be permitted to recommence their course until a medical certificate is provided at the expense of the student or parent/guardian.

### Third Offence

- The student is expelled from the College in accordance with Section 20 (2) (f) and (g) of the Central Regional TAFE By-Laws 2016.

## 4 Definitions

**College Environment** – includes College grounds, work experience placement and any official venue the College may use for a College sponsored function or event.

**Alcohol** – a depressant substance (usually in the form of a beverage) that has the effect to slow the brain activity response and impairs coordination.

**Drug** – medicine or other substance which has a physiological effect when ingested or otherwise introduced into the body. For the purpose of this policy, drugs may include but are not limited to:

- Stimulants: Cocaine, MDMA, Methamphetamine etc
- Depressants: Cannabis, Valium, GHB, Ketamine, Heroin etc
- Hallucinogens: LSD, Magic Mushrooms etc
- Inhalants/Solvents: Glue, Petrol, Aerosol Sprays etc

## 5 References

Student Code of Conduct ([OM018P](#))

Central Regional TAFE By-Laws 2016 ([OM026P](#))

Policy & Procedure for Managing Student Behaviour ([CF006P](#))

Policy & Procedure for Alcohol and Other Drugs ([HR001P](#))

Policy & Procedure for Smoking Restriction ([OS004P](#))

Unacceptable Student Behaviour Report Form ([CF006F1](#))

## 6 Documentation

Student on Work Placement Flowchart ([CF011C1](#))

Face to Face Students Flowchart ([CF001C2](#))

## 7 Responsible Officer

Manager Student Services