



Policy and Procedure for Alcohol and Other Drugs - Students

Date Approved/Endorsed: 15/01/2026

Next Review: 14/01/2029

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.

2 Policy

CR TAFE considers it unsafe for students to participate in the CR TAFE environment while impaired by alcohol or other drugs. This includes attendance and participation in classes or activities on CR TAFE premises, in-class activities, work experience placements, and CR TAFE sanctioned events conducted off-campus (e.g. trade shows and excursions).

CR TAFE will endeavour to maintain a drug-free environment for all students through appropriate management strategies relating to the use of alcohol and other drugs.

In accordance with the Central Regional TAFE By-laws (No. 2) 2016, CR TAFE will take immediate and appropriate action against any person who admits to, or is found to be in breach of, this policy.

2.1 Alcohol

Alcohol is not to be consumed on CR TAFE grounds outside of CR TAFE Restaurants, with the exception of official functions where permission for providing alcohol has been obtained from the Managing Director or Director Capability, People and Culture. Under no circumstances is alcohol to be consumed or served by a person under 18 years of age (unless serving is 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 CR TAFE environment. Actions taken against persons may include, but are not restricted to, suspension or expulsion from CR TAFE. Where appropriate, matters may be referred to the Police.

2.3 Misuse of Substances or Medication

The misuse of petrol, glues, solvents, other mind-altering substances, or medication is prohibited in the CR TAFE 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 where applicable) 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 important in high-risk areas (e.g. operating vehicles or machinery) or performing any activity that requires the ability to react to sudden changes.

Students are encouraged to consult their medical practitioner to understand how their medication may affect them. During this consultation, students should outline their course requirements to determine whether the medication may limit their capacity to participate safely. Where medication is taken over an extended period, students may be required to provide verification of potential side effects, such as a medical certificate, to their lecturer.

If a student is unable to safely undertake course activities, they must discuss this with their lecturer. The lecturer will assess the associated risks and consider reasonable adjustments or alternative arrangements. Where clarification is required, the lecturer should seek guidance from the Portfolio Manager.

Students are responsible for ensuring the safe and appropriate storage of their medication while on CR TAFE grounds.

3 Procedures

3.1 Prevention Strategies

The focus of prevention strategies is to provide information and raise awareness of the potential impact of alcohol and other drugs.

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

- Full policy available on the Student Portal
- This policy and associated policies are referenced in the Student Code of Conduct

3.1.2 Where appropriate 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 CR TAFE actively supports government and local community agency initiatives aimed at reducing the risks associated with alcohol and other drug use. This may include hosting static and/or staffed information displays on campus, as well as supporting student-led activities within class groups

3.2 Intervention Strategies

3.2.1 Intervention strategies include:

- Encouraging students to seek the assistance of CR TAFE support services
- Referring students to professional community-based rehabilitation services and health treatment services
- Supporting and promoting an alcohol-, drug-, smoke-, vape-, and e-cigarette-free CR TAFE environment.

3.3 Student Responsibility

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

3.4 Student on Work Experience/Placement

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

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

Once CR TAFE is advised of the work experience/placement termination the following actions will apply:

- The student will be suspended from their course in accordance with Section 20 of the [Central Regional TAFE By-laws \(No.2\) 2016](#).
- For students under 18 years of age, the relevant Portfolio Administration Assistant or area staff will contact the parent/guardian to notify them of the circumstances and advise they collect the student from the host employer.

For VETDSS students, the Coordinator Education and Training will contact the relevant school representatives to notify them of the circumstances.

- 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 Support Services to discuss the range of external services available and any assistance CR TAFE 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 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.
- Cease activity for the student and relocate the student to a quiet/visible location (lecturers may 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 Student Support Services to assist. If a VETDSS student, the lecturer may also seek assistance from the Coordinator Education and Training.

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.
- Follow de-escalation techniques which may include evacuating or isolating all surrounding people at risk from the impaired person.
- Contact the relevant Portfolio Manager and advise of the situation. They will contact the Manager of Student Support Services to provide immediate assistance.
- Portfolio Manager or Manager Student Support 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](#).

Any costs incurred from the result of calling an ambulance are the responsibility of the student or parent/guardian.

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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 Support Services may permit the student to return to class.

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

- Provide a quiet location for the student.
- Contact the emergency contact or parent/guardian and advise of the situation.
- If a VETDSS student, the Coordinator Education and Training will contact the school representative and advise the circumstances.
- 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 CR TAFE took action.
- Advise the student of counselling and wellbeing support services available via CR TAFE's Student Support Services and/or community/external 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.
- If a VETDSS student, the Coordinator Education and Training will contact the school representative and advise the circumstances.
- 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 wellbeing support services available via CR TAFE's Student Support Services and/or community / external 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**

CR TAFE 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

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- The student may be suspended from their course in accordance with Section 20 of the [Central Regional TAFE By-laws \(No.2\) 2016](#).
- 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 CR TAFE in accordance with Section 20 (2) (f) and (g) of the [Central Regional TAFE By-laws \(No.2\) 2016](#).

4 Definitions

CR TAFE Environment – includes CR TAFE grounds, work experience placement and any official venue CR TAFE may use for a CR TAFE 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

Satisfactory Explanation - Credible, consistent and that reasonably explains the observed behaviour without substance impairment being the most likely cause may include but not limited to:

- Medical or health-related explanations
- A diagnosed medical condition (e.g. migraine, vertigo, hypoglycaemia, concussion)
- Side effects from prescribed or over-the-counter medication, supported by packaging, prescription, or medical advice
- Acute illness (e.g. flu, gastro, dehydration)
- Fatigue or situational factors
- Documented sleep deprivation (e.g. emergency caregiving, shift fatigue)
- Heat stress or environmental exposure
- Emotional or psychological factors (non-diagnostic)
- Acute distress due to a recent event (e.g. bereavement, traumatic incident)
- Anxiety or panic symptoms affecting behaviour or speech (without requiring disclosure of a mental health diagnosis)

5 References

[Student Code of Conduct](#)

[Central Regional TAFE By-laws \(No.2\) 2016](#)

[Policy and Procedure for Managing Student Behaviour](#)

[Policy and Procedure for Smoking Restriction](#)

[Unacceptable Student Behaviour Report Form](#)

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6 Documentation

[Alcohol and Drugs - Student on Work Placement Flowchart](#)

[Alcohol and Drugs - Face to Face Students Flowchart](#)

7 Responsibilities

Document Owner	Director Client Experience
Responsible Officer for implementation and monitoring	Manager Student Support Services
Approved by	Director Client Experience
Endorsed by	NA

8 Revision History

Review date	Amendment details
14/01/2026	Updated to Student Support Services not Student Business Systems. The Policy has been re-worded to ensure there is less ambiguity by those seeking clarification on actions.