

	<h1>Oakleigh Grammar</h1>	
Policy Document Name	School Alcohol, Drug and Tobacco	
Date Ratified by Board of Management	August 2023	
Date for Review	August 2026	

1. Policy Statement

Oakleigh Grammar is committed to providing staff, students, visitors, volunteers and contractors with a safe and healthy working and learning environment.

Oakleigh Grammar is an Alcohol and Drug Free School and is focused on eliminating risks associated with the adverse effects of drug and alcohol use. All employees should be in a fit condition to perform their duties without compromising the safety of themselves, students, colleagues and members of the community.

2. Purpose and Scope

This policy is:

- To provide guidelines for understanding how the use (or/and abuse) of drugs, alcohol and tobacco, including the use of e-cigarettes (commonly known as vapes), can impact health, safety and work performance of individuals and their colleagues.
- Ensure that employees are fit for work and perform their duties in a safe manner unimpaired by drugs and alcohol.
- Ensure that health and safety of employees, students, volunteers, contractors and members of the community is not compromised.
- To explain how alcohol cannot and can be consumed:
 - on school premises
 - at school functions off the school premises
 - during school hours
 - during school camps or excursions

The Policy applies to the Principal, Board of Management, all staff, contractors, volunteers, students, parents, local and wider community members

3. Alcohol

3.1. General Obligations

- Staff must not consume alcohol on school premises during normal school hours of 8.30am and 5:00pm Monday to Friday, or when they have a continuing responsibility for students (such as school excursions, outdoor adventure activities, camps, and any other school activity held away from school or outside ordinary school hours). The Principal may approve the responsible consumption of alcohol on school premises at special occasions when students are not present.
- Students, regardless of age, are not permitted to consume or possess alcohol on school premises or while participating in any school excursions, outdoor adventure activities, camps, or any other school activity held away from school or outside ordinary school hours.
- The only exception to these rules is the Graduation Dinner where staff may responsibly consume alcohol, and Year 12 students aged 18 and over may responsibly consume alcohol under the supervision of their parents. A reminder must be placed on the invitation and menu.

Note: If the School Executive approves the consumption of alcohol on school premises they must ensure adherence to the responsible service of alcohol requirements.

3.2. Functions on school premises

When considering whether to allow the consumption of alcohol on school premises, the School Executive will consider:

- The *Liquor Control Reform Act 1998* from which schools are not exempt
- School community attitudes
- School policies related to drug education and health and wellbeing.

Examples of the type of applications that the school may approve are:

- Private functions organised by the School if students are not present
- Outside organisations hiring or leasing school buildings
- Private staff functions which exclude students.

For functions that School has approved where 'payment' is required to attend the event and the ticket price includes the supply of alcohol and/or over the counter sales, a temporary liquor licence is required. This is the responsibility of the organiser.

Note: Further information, including types of liquor licenses, and when a licence is required can be obtained from Department of Justice - Responsible Alcohol Victoria, phone 1300-650-367.

3.3. Functions off school premises

When alcohol is sold at school functions off premises, students under 18 may only be present if they are:

- accompanied and under direct supervision by parents/guardians or a spouse over the age of 18
- engaged in a hospitality training program, employment or work experience
- approved by the Director of Liquor Licensing under section 122 of the *Liquor Control Reform Act 1998*
- on premises which have an 'on premises' license granted as a restaurant and the function occurs during regular trading hours
- attending a function as approved by Liquor Licensing Victoria taking into account the above requirements.

Note: A temporary liquor licence is required for events where 'payment' is required to attend the event and the ticket price includes the supply of alcohol and/or over the counter sales.

Important: Students should not be involved in fundraising events which have an alcoholic beverage as a prize.

3.4. Students and Alcohol

The Principal, acting in accord, with the school's Student Discipline and Student Welfare Policies, will determine how to respond to students who have:

- been drinking during school hours on campus, or at a school related activity e.g. camp, excursion
- brought alcohol onto school premises, or to a school related activity e.g. camp, excursion

The Principal will notify police if the source of supply, such as a retailer, can be identified.

3.5. Driving

Bus drivers must not have drugs or alcohol present in their blood or on their breathe immediately before or whilst driving a bus, with or without passengers. If prescription medication is required, drivers may not drive if the medication states consumption may impact driving.

4. Smoking

For the purpose of this policy, smoking refers to the use of cigarettes, cigars and/or e-cigarettes (commonly known as vaping). The prohibition in Victorian schools applies whether or not the e-cigarette contains nicotine.

4.1. General Obligations

- The Occupational Health and Safety Act 1985, requires employers to provide a safe work place, and as far as practical, without risks to health. The Tobacco (Amendment) Act 2005 prohibits smoking in enclosed workplaces and at under aged music/dance events.
- Amendments to the Tobacco Act 1987 in 2014 legislated that smoking and vaping is prohibited within the grounds of all Victorian childcare centres, kindergartens, pre-schools and primary and secondary schools. Smoking and vaping is also banned within a distance of four metres from any public entrance to a kindergarten or school.
- The Principal is required to ensure, there is an appropriate display of acceptable 'No smoking' signs at an entrance.
- Staff, including teaching, support and other non-teaching staff, may not smoke or vape while on the school premises and/or while engaged in school-related activity outside the school grounds.
- Staff, including teaching, support and other non-teaching staff, may not smoke or vape outside of the school property within the view of students, including on school buses
- Students may not smoke or vape while on the school premises, while wearing the school uniform or while engaged in school-related activity outside the school grounds.
- The School will aim to ensure that adequate resources are available within the school to support the teaching of smoking education programs. No Smoking signs will be erected at prominent places within the School.
- Smokers who wish to quit, including staff, students and visitors to the School, are welcomed to contact the First Aid Staff for information relating to stop-smoking programs offered by community and government organisations.

4.3 Electronic Cigarettes (e-cigarettes), commonly known as vaping

Electronic cigarettes (e-cigarettes) are electronic devices which heat and vaporise liquids that may or may not contain nicotine or flavouring agents. The vapour is inhaled, simulating the act of smoking. Use of e-cigarettes is commonly referred to as 'vaping'.

In Victoria it is illegal for any person aged 18 or over to obtain, possess or use nicotine e-cigarettes, or e-cigarette cartridges containing nicotine, or nicotine liquids for use in a vaporiser, without a prescription. It is illegal to sell e-cigarettes to, or buy e-cigarettes for, any person aged under 18 years whether or not the e-cigarettes contain nicotine.

Whilst it is not unlawful for a person to possess or use e-cigarettes that do not contain nicotine, it is unlawful to use them on school premises or within 4 metres of a school entrance.

4.4 Students and Smoking

The Principal, acting in accord, with the school's Student Discipline and Student Welfare Policies, will determine how to respond to students who have:

- been smoking or vaping during school hours on campus, or at a school related activity e.g. camp, excursion, or if wearing school uniform
- brought cigarettes or e-cigarettes onto school premises, or to a school related activity e.g. camp, excursion

5. Illegal Drugs

5.1. General Obligations

- Staff must not use, sell, share or be in possession of illegal/ prohibited drugs at school or school related events.

5.2 Students and Illegal Drugs

The Principal, acting in accord with the school's Student Discipline and Student Welfare Policies, will determine how to respond to students who have:

- consumed illegal drugs at school or at school related activities e.g. camps, excursions, or if wearing school uniform
- brought drugs onto school premises or to a school related activity

The Principal will notify police if the source of drugs can be identified.

6. Responsibilities and delegations

The Principal

The Principal is responsible for:

- ensuring that all staff, students, contractors, volunteers are aware of the term of this policy
- monitoring compliance with this Policy by all employees, students, volunteers and contractors
- ensuring appropriate actions are taken in the event of an issue arising
- must provide and maintain a safe working environment that is without risks to the health and safety of students and employees, as is reasonably practicable.

Staff

Staff are expected to:

- support the implementation of the Policy
- arrive at work unimpaired by alcohol or other drugs and perform their normal work activities without exposing students, colleagues or themselves to health and safety risks.
- clarify with a GP or Pharmacist if the medication they have been provided could impair their ability to safely perform their roles.

- inform their line manager or the Principal if there is a Policy breach or when they have reasonable grounds to suspect that a student or a staff member is involved in drug or/and alcohol-related behaviours.
- Immediately notify their line manager of any change in their license or permit for vehicle that may affect their ability to undertake their allocated tasks.

School Camps, Tours and Excursions

Staff must

- inform parents/guardians and students before departure of:
 - the alcohol prohibition
 - the sanctions that could be expected for offending
- act in accordance with their duty of care to students, which is in force during the entire time of the camp or excursion
- be aware that consumption of alcohol by staff during camps or excursions is not permitted for a number of reasons including:
 - inconsistent with the standard of professional conduct necessary to maintain community confidence in these activities
 - could lead to allegations of negligence and loss of WorkCover rights
 - is considered inappropriate.

7. Breaches of the Policy

A breach of this Policy may initiate appropriate action, including the termination of employment or subcontractor agreement.

Appendix 1: Attached

Appendix 1

Driving Without Alcohol or Drugs

I acknowledge that I have read the School's Alcohol Policy and understand that bus drivers must not have drugs or alcohol present in their blood or on their breath immediately before or whilst driving a bus, with or without passengers. I also understand that if prescription medication is required, I may not drive if the medication states consumption may impact driving.

Name.....

Signed.....

Date.....