St Francis Xavier College
Berwick, Officer and Beaconsfield

Procedure for

Alcohol and Other Drugs Response Procedures

St Francis Xavier College procedures are designed to enable the College to enact the policies of the Diocese of Sale Catholic Education Limited (DOSCEL).

All College Procedures intentionally promote a child safe culture which prioritises the safety and wellbeing for all students.

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Purpose

St Francis Xavier College promotes the health and wellbeing of all members of our community. We recognise the harm that can be caused to health and wellbeing by smoking (including vaping), alcohol, and other drugs. We acknowledge that while some of these activities are legal for adults (e.g: smoking or drinking alcohol), for most students at the college, it is illegal for them to engage in the use of these substances.

The college recognises that this harm occurs for the user and for those exposed to passive smoke or behaviour that is impacted by alcohol or other drugs.

St Francis Xavier College is committed to being a smoke free, and drug free environment.

These procedures are related to the misuse of substances such as alcohol, tobacco, and other illicit drugs.

The purpose of this procedure is to outline the colleges' approach to:

- ensuring that the legal ban on smoking or the use of e-cigarette in schools (and at school related activities) is known and enacted
- reducing student usage of vapes, e-cigarettes, alcohol, and other drugs
- responding to incidents of usage of vapes, e-cigarettes, alcohol, and other drugs
- supporting students who may be involved in the use of vapes, e-cigarettes, alcohol, and other drugs
- promoting the health and wellbeing of the school community
- providing support to students impacted by addiction to alcohol or other drugs

Scope

This policy applies to:

- any person on school premises during and outside of school hours including students, teachers, contractors, parents or carers, or the wider community, such as sporting groups
- all activities that take place on school premises including sporting or recreational activities, outreach activities, and more
- school related activities and events involving students that occur off-campus, such as: excursions, camps, sporting engagements, and more
- any person wearing the college logo (e.g: school uniform)

This procedure should be read in conjunction with:

- Pastoral Care and Positive Behaviour Support Procedures

Please note: adults who are not students are permitted to engage in the responsible service and consumption of alcohol at events that are approved, in advance, by the principal.

Definitions and Principles

e-cigarettes / vapes	E-cigarettes, also known as 'vapes', are electronic devices that heat a liquid (or 'juice') to create an aerosol that users inhale. Using an e-cigarette is commonly called 'vaping'. E-cigarettes come in all shapes and sizes and can look like a highlighter, a pen or USB.[1] creating a harmful smoke that is breathed into the lungs.
Smoking	Smoking is a practice where a substance is burned, creating a harmful smoke that is breathed into the lungs.
Vaping	Vaping is a process where a liquid is heated, creating a harmful vapour that is breathed into the lungs. Both smoking and vaping involve inhaling chemicals into the lungs which can harm your health, including nicotine which is identified as addictive
Drugs	A drug is any substance that, when taken or administered into the body, has a harmful physiological effect, which can lead to addiction This can include a range of substances including legal drugs such as alcohol, prescription medication or illicit drugs.
Legal drugs	Legal drugs refer to prescription medications that are legal when appropriately dispensed but may be used in ways that are unlawful and/or harmful. Alcohol and vaping products can be obtained legally, but used illegally
Illicit drugs	Illicit illegal drugs refer to drugs that the law deems illegal to use, possess, cultivate or traffic.
Harm minimisation	A harm minimisation approach aims to reduce the risks and harms associated with alcohol or drug use, in those individuals identified as using drugs or alcohol illegally and focuses on the prevention of harm rather than the prevention of the drug use itself, ultimately providing a range of supports to progressively reduce drug-related harm to themselves, the community and their families. The objective is to promote healthier, alternative behaviours for individuals.

Legal Context – Vaping

Smoking / Vaping and schools

In Victoria, a person must not smoke or use e-cigarettes on school premises or within 4 metres of any pedestrian access point to school premises.

The prohibition on smoking includes the use of e-cigarettes (vaping) and applies whether or not the e-cigarette contains nicotine.

It is a legislative requirement that schools display suitable 'No Smoking' signs at all pedestrian access points (entrances) to the school grounds. The legislation defines smoking to include the use of an e-cigarette.

Signage is also provided in various areas such as locker bays and toilet areas.

Smoking and vaping are also not permitted during school events and excursions held off school premises.

Smoking / Vaping and young people (under the age of 18 years)

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.

In Victoria, 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.

e-cigarette contents

There are no quality or safety standards for e-cigarettes, or the liquids used in e-cigarettes, meaning their manufacture, contents and labelling are unregulated.

Most e-cigarettes contain nicotine which is harmful and addictive. Most e-cigarettes and e-liquids that are labelled nicotine-free, do contain nicotine. Hazardous substances, including heavy metals and cancer-causing agents, have been found in the aerosol produced by e-cigarettes.

Preventative Actions

The college's approach to vaping, alcohol and other drugs is aligned to our whole school approach to Positive Behaviour Support. As such, we take a tiered response strategy.

Tier 1 Support (Universal – all students)

1. **Active Supervision**
   - Staff provide a SIMON Class Pass is used to indicate students out of class
   - Leaders and support staff complete checks of areas to monitor student activity
   - Student alerts (and searches) occur for students out of class without permission

2. **Awareness and Education**
   - Student resources and learning activities through the Wellbeing and Care Group Curriculum and the Health and Physical Education Curriculum
   - Staff resources are shared (education about vaping, alcohol and other drugs, and how to support young people)
   - Parent resources are shared (education about vaping, alcohol and other drugs, and how to support young people)

3. **Managing the Physical Space**
    - Visible signage at entry points and areas around the school property that relate to the school being a smoke and vape free area
        - Signage communicates things such as: the law, college expectations, educational information, and support available
    - Educational information is accessible via screens and posters around the school

Responsive Actions

A range of consequences and supports will be applied to students in the following circumstances, and in line with the college's Child Safety and Wellbeing Policies and Procedures. These behaviours are considered 'serious misconduct':

- students vaping, drinking alcohol or otherwise ingesting/consuming alcohol or other drugs
- students in the possession of vaping materials, alcohol or other drugs
- students purchasing vapes, alcohol of other drugs from other students
- students selling or otherwise supplying vapes, alcohol or other drugs to other students
- students being in the company of students who are vaping or engaging with alcohol or other drugs (bystander)

Identifying the use of vapes, alcohol and other drugs:

Resources to identify the use of vaping, alcohol and other drugs:

- Environmental sensors in areas where active supervision is minimised (e.g: toilet blocks)
    - Environmental sensors can trigger an alert for staff to respond in a timely manner to the risk of smoke/vape in these areas
- Closed Circuit TV around the College
    - CCTV records footage across areas of the College in line with the DOSCEL CCTV Policy.
    - This footage can be accessed following an incident to provide information about those involved

Tiers 2 and 3 Support (Targeted – some students, some of the time)

In order to support students to stop smoking, the following interventions may be accessed.

All responses to vaping, alcohol and other drug related incidents will be made in line with other College Policies and Procedures, including the College's Pastoral Care and Positive Behaviour Support Procedures.

1. **Responding**

    In order to respond to vaping, alcohol or other drugs on site the following steps should be considered:

    1.1 Principles of Positive Learning Partnerships
    - All behavioural responses should be made in line with the Colleges' Positive Learning Partnerships
        - Unconditional respect
        - A calm and just manner
        - Facing challenges together with optimism

1.2 Principles of management of incidents

- All incident response actions should be made in line the College's child safety and Wellbeing Policies and Procedures and training. This is including, but not limited to
  - Managing the cycle of escalation in a manner that is safe and promotes the dignity of all
  - Dynamic risk assessments (as staff respond to challenging or complex contexts)
  - Taking proactive action to avoid negative impact (e.g: moving students away from an area)
  - Calling for assistance (other staff and/or Victoria Police)
  - Enacting Critical Incident Management and First Aid Management procedures as needed (e.g: protocol for lockdown)
- **1.3 Responding to erratic behaviour**
  - Promote safety of self and others
  - Maintain distance from the individual
  - Call for help from emergency services or external services

2. Support for Students

2.1 Referrals for targeted (tailor to the student) support

- Referrals to internal wellbeing support (e.g.: counselling)
- Referrals to external services

2.2 Targeted education programs and actions

- Targeted education programs (e.g.: engagement in a vape or AOD education session, engagement in the delivery of a research project on vaping)
- Targeted actions for student cohorts (e.g.: allocating toilet block use to particular year levels)

2.3 Working in partnership with parents / carers

- Parent communications and/or meetings
- Referrals to external resources and services (see above)

3. Reporting

3.1 Reporting (to prevent or reduce the sale or provision of e-cigarettes to young people)

Information about the suspected (illegal) sale of these products can be reported to:

A. Your local council
   Report an issue | City of Casey
   Report an issue to Council | Cardinia Shire Council
B. Crime Stoppers
   https://www.crimestoppers.com.au

3.2 Reporting to external services

In line with The College's Discipline Policy and Pastoral Care and Positive Behaviour Support Procedures police may be contacted to address concerns about illegal activity on site.

In the case of illegal drugs on site, the College is required to report to Victoria Police.

4. **Record keeping**

   All instances of behaviours that relate to smoking and vaping at school must be noted on the student's SIMON Profile.

Educational Resources

Vaping	
Smoking and tobacco - Better Health Channel	Contains information on the health effects of smoking, strategies for quitting, statistics and Victoria's laws on smoking
Resources and factsheets - tobacco reform (health.vic.gov.au)	A Victorian State Government website
E-cigarettes and young people: what you need to know (quit.org.au)	Offers resources, information and support for people to quit smoking and vaping as well as factsheets for parents and children about
Kids Health Information: E-cigarettes and teens (rch.org.au)	Contains information on how to talk to teens about the health risks of using e-cigarettes
Vaping in Australia - Alcohol and Drug Foundation (adf.org.au)	Statistics about smoking and vaping, health advice and the legal status of vaping in Australia
E-cigarettes | Cancer Council	Information on safety of e-cigarettes.
Vapes and Social Media - What parents can do. (safeonsocial.com)	Parent support
For parents - Lung Foundation Australia	Parent support
Alcohol and other drugs	
Better Health Channel	contains more information on the physiological effects and immediate health and safety risks associated with different types of drugs
Department of Health: National Drug Strategy	an Australian Government website where the National Drug Strategy 2017 to 2026 can be downloaded
Alcohol and Drug Foundation	includes more information and resources on alcohol and other drug harm minimisation

Support Services

Vaping	
Quitline Phone 13 78 48 or go to www.quit.org.au	Provide advice and confidential counselling, including for children from 8am to 8pm Monday to Friday.
DirectLine Phone 1800 888 236 or go to www.directline.org.au	Is a state-wide alcohol and other drugs advice service offering confidential counselling and referral 24 hours a day, 7 days a week.
Youth, Drugs and Alcohol Advice Phone 1800 458 685	Provide a youth-specific advice service from 9am to 8pm Monday to Friday.
Alcohol and Drug Foundation **Phone** 1300 85 85 84	Advice line
Alcohol and other drugs	
State-wide Alcohol and Other Drugs (AOD)	Advice service DirectLine 1800 888 236, 24 hours, 7 days
Youth, Drugs and Alcohol Advice (YoDA)	Youth-specific service 1800 458 685, 9am to 8pm Monday to Friday
Youth Support + Advocacy Service (YSAS)	Youth service with multiple locations including Dandenong and Frankston 03 9415 8881 https://ysas.org.au/contact-1

Responsibilities

Staff Responsibilities

All staff are expected to be familiar with and actively support the College's outlined behavioural expectations for students and the approach to responding to behavioural concerns.

All staff are also expected to maintain their Duty of Care as per the DOSCE Duty of Care Policy and to take reasonable steps to minimise the risk of reasonably foreseeable harm.

Wellbeing Leaders' Responsibilities

All Wellbeing Leaders at the College have an added responsibility to be familiar with and actively support the College's processes and reporting obligations in the support of student behaviour. Wellbeing Leaders are expected to support all staff in putting into practice the principles and expectations outlined in this procedure.

Reporting

All staff, and particularly Wellbeing Leaders are expected to be aware of the following related reporting obligations and procedures:

- Whereabouts Unknown Form
- Injury Form
- Restraint and Seclusion Form
- Risk Assessment Tool
- Suspension Procedures
- Expulsion Procedures

Compliance

Implementation

These guidelines are implemented by:

- staff training and professional development opportunities
- communicating these guidelines to the College community
- effective maintenance of student records
- effective incident notification procedures
- monitoring the effectiveness of the guidelines
- reviewing and evaluating the guidelines

Discipline for Breach of Procedures

Where a staff member breaches these procedures St Francis Xavier College may take disciplinary action.

Related legislation

- Privacy and Data Protection Act Vic 2014
- Health Records Act Vic 2001

- Charter of Human Rights and Responsibilities Act, 2006
- Child Wellbeing and Safety Act, 2005 (Vic)
- Disability Discrimination Act, 1992 (Cth)
- Disability Standards for Education, 2005 (Cth)
- Education and Training Reform Act, 2006 (Vic)
- Equal Opportunity Act, 2010 (Vic)
- Occupational Health and Safety Act, 2004 (Vic)
- Drug, Poisons and Controlled Substances Act 1981
- Education and Training Reform Regulations 2017
- Tobacco Act 1987

Related DOSCEL Policy

- Student Duty of Care Policy
- Child Safety and Wellbeing Policy
- Student Pastoral Care Policy
- Privacy Policy
- Behaviour Management Policy
- Suspension, Negotiated Transfer and Expulsion Policy and Procedure
- Critical Incident Management Policy

Related College Procedures

- Child Safety and wellbeing policies and procedures
- Student Duty of Care Procedure
- Student Pastoral Care and Positive Behaviour Support Procedures
- Privacy Procedure
- Wellbeing Guidelines
- Restraint and Seclusion Procedure
- Suspension, Negotiated Transfer and Expulsion Procedure
- Mobile Phone Procedures
- Out of Home Care Procedures

Related

- College Case Notes Style Guide
- Student Support Plan Templates

Further Information

Further information can be obtained from: Deputy Principal Wellbeing

Status of Procedure	
College Leader Responsible	Deputy Principal Wellbeing
Implementation Date / Last Reviewed	August 2025
Review Date [Commonly 1 – 2 Years]	2 years/August 2027
Local Governing Authority Approval	College Leadership Team

Review Log

Details of Amendments	By Whom	Date
New	Deputy Principal Wellbeing	July 2020
- Updated to reflect Child Safety and Wellbeing Policy - Minor additions to pg 11 responding to anti-social behaviours	Deputy Principal Wellbeing	July 2022
Significant update: • Naming vaping as a separate item and inclusion of detail about the legal context for vaping • Further detail in all areas • Inclusion of resources and support services lists	Deputy Principal Wellbeing	August 2023
Review and consultation – minor edits required	Deputy Principal Wellbeing	August 2025