



BOARDING HOUSE ALCOHOL, DRUGS AND OTHER HARMFUL SUBSTANCES POLICY

St Bede's Boarding House maintains an environment free of alcohol, drugs, and other harmful substances to provide a physically and emotionally safe place for students, staff, and the residential community (Health and Safety at Work Act 2015; Education and Training Act 2020). We comply with all relevant New Zealand legislation and take a wellbeing approach to alcohol, drugs, and other harmful substances.

Additionally, St Bede's College is smokefree and vape-free, as required by the Smokefree Environments and Regulated Products Act 1990 (s.7A). We comply with the Act and this policy is part of our commitment to providing a physically and emotionally safe place for students, staff, and the school community. We aim to promote a smokefree and vape-free lifestyle to all members of the boarding community to help protect everyone from second-hand smoke and discourage students from taking up smoking and/or vaping.

If a student or staff member is potentially impaired by alcohol, drugs, or other harmful substances while in residence, work, or attending a school-related event, the boarding house has an obligation to manage the risk to ensure the safety of everyone.

Staff are made aware of this policy as part of their staff induction and as required. This policy also applies to anyone supervising students in any activity organised by, or on behalf of, the boarding school. (e.g. EOTC events).

Wellbeing approach to alcohol and drugs

In keeping with the College's approach to student and staff wellbeing, St Bede's Boarding House takes reasonable actions to protect our boarding community from the effects of alcohol, drugs, and other harmful substances. We are guided by a harm minimisation approach (as recommended by the New Zealand National Drugs Policy 2015-2020 and international evidence), which is strengths-based and focuses on prevention, early intervention, health promotion, and education.

We offer proactive support by:

- educating students, staff, and the boarding community about alcohol, drugs, and other harmful substances (e.g. through our curriculum and other educational programmes, as appropriate)
- keeping students engaged in their education and encouraging student involvement in co-curricular and extra-curricular activities.
- providing pastoral care or engaging other support services and encouraging students and staff to seek help if needed.
- engaging with parents/caregivers of students if issues arise, as appropriate.

We always follow our privacy guidelines.

All staff should be aware of signs of impairment to encourage a positive, safe, and healthy school environment that focuses on the prevention of alcohol and substance misuse. Professional development is available for staff around student wellbeing in relation to

alcohol, drugs, and other harmful substances, including how to identify and respond to issues with confidence.

breach has a satisfactory explanation. In such circumstances, referrals will be made to the College Centre of Wellbeing or appropriate agencies.

Responding to an incident that takes place in residence.

If there is an incident at the boarding school, or at a boarding activity involving alcohol, drugs, or other harmful substances, we:

- ensure the safety of any student(s) involved by determining what was consumed/used, when and how much, and if any medication has also been taken.
- ensure the safety of all students and staff (e.g. move others away)
- may request a search and the surrender of relevant item(s) (e.g. alcohol, drugs, other harmful substances, related items such as pipes) - see Searches, Surrender, and Retention of Property
- may contact emergency services if a student or another person is at risk of immediate harm.
- may use physical restraint (only by teachers or authorised staff members and only to prevent imminent harm, if all other conditions are met) - see Minimising Physical Restraint
- may communicate with the police, as appropriate.

We recognise that an incident involving alcohol, drugs, or other harmful substances can impact other students, and we support affected students as appropriate.

Managing known breaches

If an investigation determines that a student has breached the Alcohol, Drugs, and Other Harmful Substances Policy, we may manage the breach by:

- contacting parents/caregivers and informing them of the breach
- working with the student, parents/caregivers, and relevant agencies, as appropriate, to arrange support for the student both at school and outside school.
- all students who have breached this policy must be referred to the Centre of Wellbeing, who will take the lead role in intervention in consultation with the Assistant Rector Boarding.
- actioning our behaviour management, and stand-down, suspension, and exclusion procedures, as necessary.

Support

We take all reasonable steps to support the student and help them engage and succeed whilst in residence. This may include developing a support plan for the student, which may involve monitoring their behaviour and wellbeing. Any support plan is kept confidential and only shared with those who have a need to know.

Recording concerns and breaches

All concerns, breaches, and actions taken are reported to the appropriate staff member(s) and recorded in our boarding management system. We always follow our privacy guidelines.

Smokefree and vapefree requirements

Our school buildings and grounds (including school car parks and pick-up and drop-off areas) are smokefree and vapefree, 24 hours a day, seven days a week (with no exceptions). This applies to anyone on the school grounds, including students, staff, parents/caregivers, contractors, and people hiring or using the school facilities outside school hours. All school activities *off* school premises (e.g., EOTC) are also smokefree and vapefree (including transport between venues). This policy applies to all smoking and vaping products, including e-cigarettes.

We take all reasonably practicable steps to ensure people know that the entire grounds are always smokefree and vapefree. To ensure our boarding school is smokefree and vapefree, we:

- display the required signage (i.e. smokefree and no vaping signs) at every entrance to the school grounds and the outer entrance of every building.
- regularly communicate our policy to the school community (including staff, students, volunteers, and parents/caregivers).
- advise visitors, contractors, anyone working at our school, and anyone hiring or using the school facilities that our buildings and grounds are smokefree and vapefree.
- educate students about the harmful effects of smoking, vaping, and exposure to second- hand smoke.

Breaches

Adults smoking or vaping in or around school grounds are reminded that the school is smokefree and vapefree by law and asked to stop or leave the premises.

If a student breaches this policy (either by smoking/vaping, possession, or supplying tobacco/vapes to other students), the Rector (or their delegate) determines the appropriate actions to be followed. This may include stand down and/or suspension.

Complaints involving smoking or vaping in the workplace are referred to the Rector, who may pass these to the board for investigation. Investigations follow legislative guidelines (Smokefree Environments and Regulated Products Act 1990, s.15).

Onsite staff and families

Persons who reside on site are permitted within the law any substance with relation to the above whilst *off* duty within appropriate parameters.

Persons who live with direct access to students through doors/corridors are not permitted to consume excessively or host individuals who could pose a due risk to students. Those onsite who have access to children must meet the conditions outlined in the Child Protection Policy.

Any person or persons responsible for students shall not consume alcohol or drugs.

Associated College Policies

- Alcohol at School and School Events

Definitions

For the purposes of this policy, the terms "drugs" and "harmful substances" may refer to:

- *illegal drugs (see the Misuse of Drugs Act 1975)*
- *prescription medication that is not being used for its intended purpose.*
- *psychoactive substances (e.g. party pills and synthetic cannabis) (see the Psychoactive Substances Act 2013)*
- *misused substances/chemicals found in common household products (e.g. solvents or inhalants).*

Date policy reviewed: December 2024

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Signed:

Date of next review: Within three years as per schedule