



**St Peter's
Woodlands**

Drugs Policy



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1. Rationale

St Peter's Woodlands Grammar School is committed to providing a safe, supportive, and healthy learning environment for all students, staff, and members of the school community.

The School recognises that alcohol and other drug use exists within the broader community and may impact students. The School adopts a harm minimisation approach, focusing on prevention, early intervention, and appropriate response to minimise health, safety, and educational risks.

This policy forms part of the St Peter's Woodlands Grammar School whole-school wellbeing and child-safe framework, supporting:

- Student wellbeing and engagement
- Safe and supportive learning environments
- Positive behaviour development
- Compliance with legislative obligations

This policy operates in conjunction with the School's obligations under the *Education and Children's Services Act 2019 (SA)*, including the requirement to maintain safe, supportive learning environments and lawful behaviour management practices.

Furthermore, this policy aligns with the *National Principles for Child Safe Organisations* and supports the School's Child Safe Environment obligations, including proactive risk management, clear behavioural expectations, and student voice in wellbeing matters.

2. Purpose

This policy outlines:

- St Peter's Woodlands Grammar School position on drugs and alcohol
- Prevention and education strategies
- Procedures for managing suspected drug-related incidents
- Legal and duty of care obligations
- WHS obligations
- Roles and responsibilities of staff

3. Scope

This policy applies to:

- All students
- Staff (teaching and non-teaching)
- Volunteers, contractors, and visitors
- All school activities (on-site and off-site, including camps and excursions)

4. Definitions

Drug: Any substance that alters physical or psychological functioning.

Illicit Drugs: Substances prohibited by law.

Legal Drugs: Substances permitted by law (e.g. alcohol, tobacco, prescribed medication).

Unsanctioned Use: Use of legal or illegal substances in a manner that breaches school rules or legislation.

Harm Minimisation: Strategies aimed at reducing the health, social, and legal impacts of drug use.



Impairment: Reduced capacity to perform duties safely due to substances.

5. Policy Statement

St Peter's Woodlands Grammar School does not permit:

- Possession, use, or distribution of illicit drugs
- Misuse of prescription or over-the-counter medications
- Possession or use of alcohol, tobacco, or vaping products by students
- Any drug-related activity that places safety at risk

The School will respond to incidents:

- In accordance with legal obligations
- Using procedural fairness and natural justice
- Prioritising student wellbeing, safety, and education

6. Roles and Responsibilities

6.1. Principal

- Ensure compliance with legislation
- Oversee incident management and reporting
- Ensure staff training

6.2. Staff

- Supervise students effectively
- Identify and respond to incidents
- Meet mandatory reporting obligations
- Present fit for duty and not impaired

6.3. Students

- Comply with school rules
- Act safely

6.4. Parents/Caregivers

- Support school expectations
- Engage in wellbeing processes

7. The School's Position

The School's position on the use of alcohol and other legal drug use by school staff and/or parents:

- Every staff member has a 'duty of care' towards every student under his or her supervision, by virtue of the conditions of employment and the common law principles of negligence.
- Parents/caregivers who assume supervisory responsibility (for school authorised activities) also owe a duty of care to the students under their control. They are required to use their skills, knowledge and experience in a responsible manner.
- The consumption of alcohol is unsanctioned for any individual employed by or contracted to the school or acting in a volunteer capacity, who is responsible for the supervision of students.



- Many medications have side-effects such as drowsiness or an increased heart rate. Occupational health and safety for self and others in their care should be paramount. Users should notify the relevant coordinator and remove themselves from any position of responsibility.
- Smoking of cigarettes and other tobacco products is unsanctioned anywhere on the premises of St Peter's Woodlands Grammar School (or in view of the school grounds) or by supervisory persons at any other venue where school activities take place.
- The sale or consumption of alcohol at adult functions is sanctioned. The appropriate liquor licence must be obtained in relation to sales of liquor.
- The sale or consumption of alcohol in the presence of children at activities whose primary purpose is to educate or entertain children is unsanctioned.
- Staff must present fit for work and must not be under the influence of alcohol or other drugs in a manner that may impair their capacity to perform duties safely, in accordance with WHS obligations.

8. Duty of Care and WHS Obligations

St Peter's Woodlands Grammar School has a primary duty of care to:

- Eliminate risks to health and safety, so far as is reasonably practicable, and where not possible, minimise those risks in accordance with the *Work Health and Safety Act 2012 (SA)* and *Work Health and Safety Regulations 2012 (SA)*
- Manage risks associated with drug-related behaviours
- Provide appropriate supervision and intervention

Staff must:

- Act immediately where there is risk of harm
- Follow first aid and emergency procedures
- Report and document incidents accurately

St Peter's Woodlands Grammar School is committed to providing and maintaining a safe and healthy environment in accordance with the *Work Health and Safety Act 2012 (SA)*. This includes ensuring, so far as is reasonably practicable, that workers and students are not exposed to risks arising from alcohol and other drugs.

The School will apply a risk management approach consistent with SafeWork SA guidance, including hazard identification, risk assessment, and control measures relating to alcohol and other drug risks.

9. Child Safety and Mandatory Reporting

Under the Children and Young People (Safety) Act 2017:

- Staff are mandated notifiers
- Any suspicion of harm (including drug-related neglect, abuse, or exposure) must be reported to:
 - Department for Child Protection (DCP)

Drug-related incidents may indicate:

- Neglect
- Exposure to unsafe environments
- Mental health risk

St Peter's Woodlands Grammar School maintains a Child Safe Environment by proactively identifying and managing risks of harm, including those associated with substance use, in accordance with the Children and Young People (Safety) Act 2017 (SA).



10. Incident Management Procedures

10.1. Immediate Response

Staff must:

- Remain calm and ensure safety
- Assess for medical needs (first aid/ambulance if required)
- Supervise the student
- Notify the Principal or delegate

10.2. Evidence Handling

- Confiscate substances where safe to do so
- Store securely
- Do not conduct invasive searches
- Police should be engaged where appropriate

10.3. Notification

The Principal will:

- Inform parents/caregivers
- Determine need for police involvement
- Determine if mandatory reporting applies

10.4. Police Involvement

Police must be contacted where:

- Illicit drugs are suspected
- Distribution or supply is involved
- Identification of substances is required

Only police have authority to:

- Conduct searches
- Investigate criminal matters

The handling, possession, and disposal of suspected controlled substances must comply with the *Controlled Substances Act 1984 (SA)*, and substances must only be transferred to police or authorised persons.

10.5. Procedural Fairness

Students have the right to:

- Be informed of allegations
- Respond to concerns
- Have an advocate present
- Have decisions reviewed

11. Consequences

Consequences are determined based on:

- Severity of incident
- Risk posed
- Age and circumstances



- Prior behaviour
- Legal considerations

Possible actions include:

- Counselling and support plans
- Behaviour management strategies
- Suspension or exclusion (in line with Positive Behaviour for Learning Policy)

12. Student Wellbeing and Support

St Peter's Woodlands Grammar School will:

- Provide counselling support
- Develop individual support plans
- Maintain student dignity and confidentiality
- Support continued education

13. Communication and Training

This policy will be:

- Communicated to staff, students, and families
- Available publicly
- Supported by regular staff training

14. Record Keeping and Privacy

- All incidents must be documented
- Records must be accurate and objective
- Information is handled in accordance with:
 - Privacy Act 1988 (Cth)
- Records may be subject to legal processes

All personal information will be managed in accordance with the *Privacy Act 1988 (Cth)*, including the Australian Privacy Principles (APPs), ensuring lawful collection, storage, use, and disclosure of sensitive information.

Records must be maintained in a manner that supports potential legal or regulatory review, including WHS investigations, child protection processes, and police matters.

15. Work Health and Safety Reporting

Where required, the School will:

- Report notifiable incidents to SafeWork SA
- Preserve incident sites if required
- Comply with WHS reporting obligations

16. Monitoring & Review

This policy is reviewed as needed and at least every five years.



17. Legal Compliance Statement

This policy is developed in accordance with applicable South Australian and Commonwealth legislation and reflects the expectations of:

- Education Standards Board (SA)
- SafeWork SA
- Child Protection authorities

The School will ensure ongoing legal compliance and staff training.

18. Further Information

Further information regarding this policy is available from any member of the Executive Leadership Team.

Relevant Legislation

Work Health and Safety Act 2012 (SA)

Work Health and Safety Regulations 2012 (SA)

Education and Children's Services Act 2019 (SA)

Children and Young People (Safety) Act 2017 (SA)

Controlled Substances Act 1984 (SA)

Criminal Law Consolidation Act 1935 (SA)

Summary Offences Act 1953 (SA)

Tobacco and E-Cigarette Products Act 1997 (SA)

Liquor Licensing Act 1997 (SA)

Privacy Act 1988 (Cth) (including Australian Privacy Principles)

National Principles for Child Safe Organisations

Related Policies

PRIN-02 Positive Behaviour for Learning R-6

PRIN-04 Child Protection

WHS-44 Workplace Health & Safety

PRIN-07 Critical Incident

PRIN-61 Staff Code of Conduct

Related Procedures & Standard Operating Procedures

None

Related Forms & Checklists

None

Related Safe Work Practices & Guidance Notes

Department for Education SA – Alcohol, Tobacco and Other Drugs Incident Management Procedure

Protective Practices for Staff in their Interactions with Children and Young People



National Drug Strategy

Australian Student Wellbeing Framework

AISSA guidance for Independent Schools

Related Other Documentation

SPW Student Diary

Staff Procedure Manual

Other

None

Policy Issue Date

September 2011