

with the matter in accordance with this policy. All staff are required to maintain strict confidentiality at all times.

Any information or concern may be reported in the following manner:

- 1. Report using Servite Concern.
- 2. Report to a Staff member either by email, phone or meeting.
- 3. Report to a member of the Leadership Team and/or Executive Team.

Each matter brought to the attention of the College will be investigated thoroughly and dealt with according to the nature of the incident.

The Principal will determine an appropriate consequence(s) for each matter which has regard for the

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	1
Student suspected of drug use/illegal activity or behaviour	
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Student taken to Student Reception	
Head of Community and Vice Principal notified	
Principal notified. Actions to be conducted	
/guardians notified	

Responding to Incidents of Drug Use or Illicit Activity or Behaviour

These procedures are designed to address incidents of drug use in a way which is in the best interests of all the parties concerned. These procedures can be varied to meet the needs of a particular situation,

When a staff member suspects or has been informed of any student drug use or is in possession of any drugs
-being. The student should be taken to Student Reception and/or to a Head of Community or a member of the Executive Leadership Team.

The Principal will be notified, and a decision made regarding action to be taken. An investigation will be conducted under the instruction of the Principal or delegated person. Parents/guardians will be asked to meet with the Principal. The Principal will communicate with parents/guardians and the student of the decision made regarding the matter.

Head of Community and/or the Guardian Principal) as possible. As with all other incidents in the College, only the

Principal can speak to the media.

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If there is reason to believe that a student is in possession, or under the influence, of illegal drugs on College premises, while travelling to and/or from the College, at any time while wearing the College uniform, at a College function or event (e.g. camps, retreat, socials) the matter will be referred immediately to the teacher in charge/Head of Community/Vice Principal and/or to the Principal. A thorough investigation will immediately be implemented.

during the investigation of the matter enrolment will be suspended, and the parents/guardians of the student will be contacted in order to collect the student and assume responsibility for him/her.

Where it is determined that a student has been in possession, or under the influence of illegal drugs, the

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