



## **Prohibited items**

### **Purpose and Scope**

To create a positive and safe learning environment, The Centre has a zero tolerance on prohibited items. Learners/ clients that attend The Centre in possession or under the influence of a prohibited item will be asked to leave. Depending on the severity of the breach of this policy, The Centre may report the incident to the police.

### **Policy**

#### **1. The Centre's commitment to its community**

1.1 The Centre is committed to:

- 1.1.1 Providing support to all learners/ clients to succeed in programs or courses
- 1.1.2 Maintaining a positive and safe environment for all clients and learners
- 1.1.3 Maintaining its responsibility under the law to report incidents relating to prohibited items to the police in a timely manner
- 1.1.4 Meeting its responsibility under the requirements of its Child Safe Policy.

#### **2. Illegal substances**

1.1 Learners who attend The Centre under the influence of a controlled substance will be asked to leave the premises or activity and may:

- 1.1.1 Face disciplinary action as outlined in the client code of conduct
- 1.1.2 Be reported to the police if the learner/ client is thought to be in possession of a controlled drug or substance
- 1.1.3 Be removed/ withdrawn from a program or courses until such time as the learner/ client can demonstrate an ability to attend programs/ learning programs not under the influence of an illegal substance. This may include:
  - 1.1.3.1 Demonstrating attendance at drug and alcohol support/ counselling sessions
  - 1.1.3.2 Attendance in another program that supports the learner's/ client's transition back to the initial program
  - 1.1.3.3 A defined period of time has elapsed since the incident took place.

#### **3 Weapons**

- 3.1 The Centre has a zero tolerance regarding weapons. Weapons are not to be carried by staff or clients/ learners.
- 3.2 Where it is suspected that staff or clients/ learners are carrying a weapon, the police will be notified immediately and a lock down initiated to protect other clients/ learners and staff from the threat.
- 3.3 Clients/ learners that possess or use a weapon in a threatening way will be withdrawn from their program or course.

#### **4 Alcohol**

- 4.1 Learners/ clients and staff are not to attend The Centre or any location at which The Centre is providing programs under the influence or attend in possession of alcohol.
- 4.2 Learners found to be attending in the position of or under the influence of will be asked to leave the premises and only return after the following dependent on the circumstances:
  - 4.2.1.1 Demonstrated attendance at drug and alcohol support/ counselling sessions
  - 4.2.1.2 Attendance in another program that supports the learner's/ client's transition back to the initial program
  - 4.2.1.3 A defined period of time has elapsed since the incident took place.

## 5 Smoking

- 5.1 There is a designated area adjacent to The Centre. All staff and clients/ learners must use this designated area to smoke.
- 5.2 The Centre is a smoke-free workplace in and around buildings and common areas

## Definitions

<b>Illegal Substances</b>	Drugs you cannot legally possess without a prescription, and drugs you cannot legally possess under any circumstance.
<b>Legal Drug</b>	A prescription or non-prescription drug usually taken to treat or prevent disease or to lessen pain
<b>Weapon</b>	As defined by the Control of Weapons Act 1990
<b>Learner/ Client</b>	Any person engaged in programs or activities conducted by or at The Centre
<b>Staff</b>	For the purpose of this policy staff refers to permanent, full-time or part-time employees, casual staff, volunteers and tutors. Contractors are also included

## Version Control

<b>Policy Operative From</b>	09/09/2005	<b>Date and Current Version</b>	V5.00 01/2018
<b>Responsible Officer</b>	Quality Administrator	<b>Policy Approved By</b>	Board of Governance
<b>Date of Next Review</b>	01/2020		

## References

Control of Weapons Act 1990

## Related Policy

Occupational Health and Safety Policy  
Child Safe Policy  
HR Policy

## Related Procedure

Learner code of conduct  
Staff code of conduct  
Staff Discipline Procedure  
Occupational Health and Safety Procedure  
Emergency Management and Critical Incident Plan

## Related Guidelines

Staff Induction  
Learner Induction