



## Alcohol, Smoking & Drug Serious Matter Procedure & Guidelines

Version: 1<sup>st</sup>

**Responsible To:** Head of College & CEO – John XXIII College

**Pertains To:** Residents (Accommodation Agreement Holder) – John XXIII College

**Supported By:** Deputy Head of College – John XXIII College  
Staff – John XXIII College

Collegiate Team – John XXIII College

**Monitored By:** Head of College & CEO – John XXIII College

### Specific Rules

#### Smoking

- Residents, visitors, guests and staff may only smoke in the Designated Outdoor Smoking Area (DOSA) on the western wall of the Chapel, facing the courtyard.
- Smokers must register with the Front Office by the end of the first week of their commencing semester.
- Smokers are responsible for keeping the Smoking Area clean and serviceable.
- Alcohol is not to be consumed in the DOSA.
- Smokers are required to keep noise to a minimum when smoking after 10:30pm.

#### Alcohol

- The College has zero tolerance for:
  - Underage drinking anywhere on-site or off-site,
  - Supplying alcohol to a minor,
  - Residents who entice other Residents to drink if they are underage or to drink excessively.
- Individuals or groups may not promote events that focus on the supply of alcohol/binge drinking, or on drinking games, or involve drinking activities such as Pub Golf.
- Apart from advertising of events that are convened in the Tavern, there may be no advertising at John XXIII College (including social media) of liquor outlets or activities anywhere else that involve the supply or consumption of liquor.

NB.

This is part of an ANU ban on all alcohol advertising and includes the use of logos of liquor outlets anywhere at the College or on John XXIII College clothing, materials or structures.

- Residents are not to host a party of three (3) or more Residents or guests that involves alcohol in the accommodation areas.
- Residents and any other third parties, including the RA, may only run or advertise events which involve alcohol, with the approval of the College. They must also ensure that they:
  - Are ACT RSA compliant,
  - Have an appropriate and approved Alcohol licence,
  - Have permission from ANU Events (if required),
  - Fulfil all College requirements, prior to the event (see College Events Policy).

#### Drugs

- The College has zero tolerance for:
  - The sale or supply of illicit or prescribed drugs to other Residents,
  - A Resident who knowingly supports or assists a person supplying illicit or prescribed substances.
- No Resident is to be seen or caught consuming illicit substances, under the influence of illicit substances or in possession of illicit substances anywhere on College grounds or at College or student organised events.
- No Resident may bring into the College any drug related equipment such as hash pipes or bongs.



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### Procedure - Community Co-ordinators and Senior Residents

In general, the Pastoral Team will be the first to be aware of situations where there is concern for the health, well-being and safety of a Resident in the College.

#### 1.1 Privacy and Confidentiality

- a. A member of the Pastoral Team should never agree to a Resident's request that they keep information about a serious matter or a Resident's serious harmful behaviour (towards themselves or others) secret or confidential. It needs to be clear to Residents that the Pastoral Team have a responsibility to speak with the Deputy Head of College so they can arrange appropriate help and/or safety for Residents and to also report serious matter incidents to the Deputy Head of College, to ensure that the situation is responded to appropriately.
- b. The Pastoral Team is expected to discuss all concerns about serious matters or potential concerns about allegations of substance abuse with the Deputy Head of College, as soon as practically possible.
- c. Discussions between staff and members of the Pastoral Team do not represent a breach of privacy legislation, where the focus is on the wellbeing and safety of the community or individuals in the College. However, members of the Pastoral Team should refrain from discussing a serious matter with other Residents (including other SRs), unless essential to assist in responding to a particular situation and with the approval of the Deputy Head of College.
- d. Respect for privacy is demonstrated by refraining from unnecessary or extensive disclosures of personal information or speculations about individual's motivations / behaviour etc or 'gossip'.

#### 1.2 Reporting Mechanisms

- a. The College maintains a secure and confidential system for reporting serious matters. Whilst all serious matters must be reported via this secure system, the College may also identify additional occurrences that are to be reported via this system.
- b. The College will provide training to staff and the Pastoral Team as to which issues should be reported via this secure reporting process, and in how to write an incident report.

#### 1.3 Responding to Serious Matters

- a. All members of the Pastoral Team must complete College and ANU training on:
  - i) How to respond to serious incidents and the expected reporting processes,
  - ii) In the appropriate use and involvement of emergency services and the College Emergency Response Protocol.
- b. The members of the Pastoral Team have limited responsibility in the management of serious matters, with the focus being on responding appropriately when they first become aware of the incident, and then referring the matter onwards.
- c. The members of the Pastoral Team must, through the appropriate channels and in a timely fashion, report and seek support in responding to all serious matters. They should also, if needed, seek to debrief after the event with appropriate College or university staff members.
- d. In responding to an incident the safety of each member of the Pastoral Team is a primary concern.
  - i) They are expected to consider their own safety in any actions they take around serious matters e.g. not being alone with a person who may be dangerous, not driving a person who is very ill to hospital on their own, etc,
  - ii) They should never hesitate to contact an appropriate staff member (e.g. on-call person) to seek guidance in responding to an issue, including determining whether an issue is a serious matter.



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- e. Members of the Pastoral Team are not expected to resolve potential grievances about serious matters. This is the role of the Deputy Head of College.
- f. Where there is any immediate concern for life or the well-being of a Resident the Ambulances must be contacted ASAP. ANU Security should be advised after Emergency Services have been contacted.
- g. The Deputy Head of College should be immediately notified whenever any serious matters occur. This is especially the case when ANU Security and / or Emergency Services have been brought in to the College.
- h. Reporting of the incident in a timely fashion is essential. Depending on the nature of the serious matter, the member of the Pastoral Team may need to immediately notify the Deputy Head of College by phone. However, it may also be acceptable to notify via submission of an incident report or E-Mail. Guidance will be given as to what the appropriate approach is, however, it should be noted that a written incident report must be lodged by the next business day, regardless of the nature of the incident.
- i. In general, the members of the Pastoral Team involved in the incident should keep brief notes of serious matters. Notes should be factual and include:
  - i) the nature of the incident,
  - ii) the full names of people involved,
  - iii) the date with relevant times; and
  - iv) all actions taken, including who the incident was reported to.'Opinions' should be avoided unless they are noted as 'opinion'. These notes can then be stored with confidential records maintained by the Deputy Head of College concerning the particular incident.

### Procedure - Staff

#### 2.1 Responsibilities

- a. The Head of College must ensure that all Senior Staff and members of the Pastoral Team are aware of the appropriate procedures for managing and reporting 'serious matters'.
- b. The Deputy Head of College is responsible for the ongoing management of serious matters. Additional support may be sought from:
  - i) The Head of College,
  - ii) ANU Security and Police,
  - iii) Other Emergency Services,
  - iv) ANU Counselling.

NB.

- After hours the Afterhours Health Services should be contacted,
- ANU Security also has after-hours contact numbers for the Head of ANU Counselling.

Members of the Pastoral Team are not to be solely responsible for the management of these situations.

#### 2.2 Third Party Reports - Informants

- a. Reports by third parties ('informants' – such as those from other Residents or friends of Residents), of harmful behaviours by a Resident to themselves or others should be assessed in the light of the detail the 'informant' is able to provide to support the claim, and the known information about the possible 'perpetrator'.
- b. In the main, informants should be encouraged to take 'safe action'. Options are:
  - i) The Informant may talk directly with the individual about their concerns,



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- ii) Informant may be given assistance in framing words that will assist in referring the Resident to the appropriate College staff member, the ANU Counselling Centre, or other community services,
- iii) If harm is imminent, then the relevant emergency services should be contacted with all available information ASAP.

### 2.3 Recording and Reporting Serious Matters

- a. All serious matters require a formal record. The record may be supplemented by the notes from a member of the Pastoral Team, if they have been involved, or completed by the Pastoral Team member in conjunction with the Deputy Head of College, or where no member of the Pastoral Team or other staff member is involved, by the Deputy Head of College.
- b. The formal record can be kept on a confidential personal file or a serious matters file by the Deputy Head of College (the Residents/ staff involved should be advised that this record will be kept).
- c. The formal record should include information on:
  - i) the nature of the serious incident/complaint;
  - ii) the full names of people involved;
  - iii) the date with relevant times; and
  - iv) all actions taken, including who the incident was reported to

### 2.4 Media

- a. It is not the role of the Deputy Head of College or anyone else in the College to speak to the media. All inquiries from the media should be referred to the Head of College (for more details refer to the College Media Policy).

### 2.5 Possible Actions Following a Serious Matter

- a. The Deputy Head of College will consider one or more of the following actions:
  - i) Reporting the incident to the Police:
    - Selling or distributing illicit drugs in the College or at College or student events,
    - Supplying prescribed drugs to other people.
  - ii) Expulsion from College:
    - Selling or distributing illicit and prescribed drugs,
    - A second instance of the personal use of illicit or prescribed drugs,
    - Inciting a Resident to consume excessive alcohol,
    - An offence while on Behavioural Probation,
    - A serious behaviour incident while under the influence of alcohol or a drug.
  - iii) Suspension from College:
    - Underage drinking,
    - Breaching ACT RSA regulations,
  - iv) Movement to Alternative Accommodation,
  - v) Placement on Behavioural Probation,
  - vi) Financial Sanctions,
  - vii) Warning,
  - viii) Counselling,
  - ix) Community Service,
  - x) Restriction of College Activities,



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- xi) Use of a 'Follow-up Plan', this may involve:
  - Counselling plans,
  - College expectations re discipline, changed behaviour,
  - Supports etc.
- xii) Any other penalty specified in the College Resident Behaviour Policy.
- b. When considering a decision involving expulsion, suspension or movement to an alternative accommodation the Deputy Head of College should consider the:
  - Seriousness of the incident e.g. whether the action was illegal,
  - Level of intent,
  - Risks to the person them self and to others,
  - Impact on Residents, community and / or staff,
  - Previous behaviour of the Resident (e.g. similar offences or being on Behavioural Probation),
  - Breakdown in previous follow-up plans.
- c. If the Deputy Head of College believes that there is an incident that may lead to expulsion or suspension from College, the Deputy Head of College is to notify the Head of College:
  - The Head of College will notify the Deputy Vice Chancellor (Academic) (DVC(A)) in writing of the incident and the proposed course of action. After the incident is resolved the Head of College will inform the DVC(A) of the outcome of the College process.

By accepting a John XXIII College Accommodation Agreement, Resident accepts and agrees to abide by all of the terms and conditions of John XXIII College's Policies and Procedures. Residents should contact the College for further clarification if required.