

## Alcohol on School Property Procedure

Alcohol will not be consumed on school property when the school is open for instruction. The school sometimes runs and hosts social events where the consumption of alcohol on school property may be appropriate. With the prior approval of the principal, alcohol may be consumed by staff and invited guests at least half an hour after school is closed for instruction.

Organisers of functions on school property must send a written request to the board of trustees if they wish to serve alcohol at the function. The organisers must have this consent before any alcohol is served.

Considerations will include:

- the nature and purpose of the event
- the nature and level of supervision
- the aims and purposes of the alcohol policy, and **host responsibility**.
- the need for the organisers to apply for a Special Licence, if alcohol is to be sold or supplied. It is also required if alcohol is available and a koha or entry fee charged.

### ***Host Responsibility***

The overall responsibility for the implementation and supervision of this policy rests with the manager in charge of the occasion. At any staff event that involves alcohol being served, a staff member is designated to ensure that the policy is adhered to.

If alcohol is served at a function, the following points must be observed:

- Food must be available, and in sufficient quantities to last throughout the function.
- A range of alternative drinks, including low alcohol and alcohol-free beverages must be available for the duration of the event.
- Practices that encourage intoxication are not acceptable. This includes drinking games and inducements to drink excessive quantities of alcohol and/or at a faster rate than usual.
- Anyone becoming intoxicated will not be served further alcohol. If someone does become intoxicated, they will be removed from the event and every effort made to protect their safety both at the event and afterwards.
- Staff members and guests who are under the age of 18 years will not be supplied with alcohol.
- Provision must be made to ensure that guests do not drive if they are near, or over, the legal limit.

Alcohol components of staff meals (e.g. team outings) cannot be claimed for as an expense without prior permission from the principal.

Alcohol may be purchased and claimed for if it is to be provided as a gift/koha, this must be approved prior by a deputy principal.