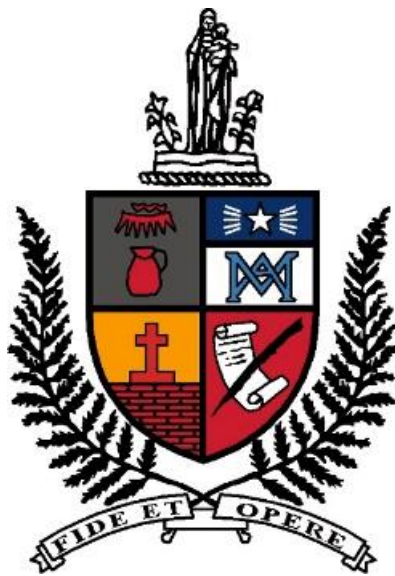


St Bede's College



ALCOHOL, DRUGS, ILLEGAL SUBSTANCES
POLICY & HOST RESPONSIBILITY POLICY



ALCOHOL, DRUGS, ILLEGAL SUBSTANCES POLICY & HOST RESPONSIBILITY POLICY

Rationale

St Bede's College is committed to a safe and healthy environment for students and staff.

Statement

To reinforce our safe and healthy environment, it is important that we at all times model sensible use of legal drugs and/or alcohol at school and at school related functions.

Staff at St Bede's College are not permitted to consume, or be under the influence of alcohol, illegal drugs or solvents when school is in session (including school camps) and/or when they have responsibility for students during EOTC activities. Other adults taking part in any activity organised by the College are also bound by this ruling.

Staff or students who are using medication that may impair their ability to function normally should not be at school.

The Health Education Programme

The health and physical education programme provided by St Bede's College will include factual information regarding the risks of tobacco, alcohol and drug use appropriate to the age of the student.

Breaches of the Alcohol/Drugs Requirements

No staff member or student should be using, possessing or under the influence of harmful drugs, alcohol or solvents at any time while under the school's jurisdiction.

If a teacher believes that a student is under the influence of alcohol or illegal drugs/solvents, the Rector will be informed and the student dealt with through the College Behaviour Management Procedures. Parents/Caregivers will be notified.

A breach of this policy by a staff member will be referred to the Board of Trustees. A breach by any other person will be considered on a case-by-case basis by the Board of Trustees.

The College will make contact with local agencies who can help students or staff members who are found to have problems related to alcohol and/or drug use.

Alcohol on School Property

Alcohol will not be consumed on school property when the school is open for instruction.

The College may occasionally have a function where the consumption of alcohol may be appropriate. With the prior approval of the Rector, alcohol may be consumed by staff and invited guests in a smoke-free environment.



Organisers of functions on school property need to make a request to the Rector if they wish to serve alcohol.

The organisers must have this consent before any alcohol is served.

The Rector will consider:

- The nature and purpose of the event.
- The location of the event.
- The nature and level of supervision.
- The aims and purposes of the alcohol policy and host responsibility.
- The need for the Rector to apply for a Special Licence if alcohol is to be sold or supplied.

A licence is required under the Sale of Liquor Act 1989 to sell alcohol on the school site. The relevant information on alcohol use in school settings is contained within the Sale and Supply of Liquor Act (2012) and the Local Government (Alcohol Reform) Amendment Act 2012.

Where alcohol is being sold under special licence there will be no Bring Your Own (BYO) option.

Private hirers/contractors to the school hall, cafeteria or school property must adhere to a no alcohol provision (with the possible departures as described above) in their hire arrangements.

Regarding College Balls/Leavers' Balls under the jurisdiction of St Bede's College, when alcohol is served, the Rector MUST ensure that all relevant laws and regulations are adhered to. Normally this is achieved by out sourcing the running of these events to third parties. Those third parties must provide an assurance to the Rector that all of New Zealand's laws, rules and regulations regarding alcohol consumption are being strictly adhered to before, during and after each function managed on behalf of the College.

Host Responsibility

The overall responsibility for the implementation and supervision of this part of the policy rests with the Manager/Teacher/Head of Faculty in charge of the occasion.

At any College event that involves alcohol being served, a staff member is designated to ensure that the policy is followed.

If alcohol is served the following must be observed:

- Staff and guests who are under the age of 18 years will not be served with alcohol.
- Anyone believed to be under the age of 25 will be asked to produce identification as proof of age. This would include a NZ photo drivers licence, the Hospitality 18+ card and an original valid passport.

The only occasion the Rector may allow anyone under the age of 18 to consume alcohol in small quantities at school functions, is with the express written (or the parent or guardian being present in person) permission of the under 18's parent or guardian.



New Zealand Law states the following:

It is illegal to supply alcohol to someone under the age of 18 years unless:

- 1. The person supplying the alcohol is the [parent or legal guardian](#) and the alcohol is supplied in a responsible manner, or*
- 2. The person supplying alcohol has the express consent of the young person's parent or legal guardian and the alcohol is supplied in a responsible manner.*

It is envisaged it would only be on rare occasions where alcohol would be consumed by someone under the age of 18 years. One such occasion however might be the Head of Boarding hosting pre Leaving Ball drinks for photo opportunities etc. On such occasions, Partners/Guardians are normally present and the Rector may approve, with express permission from those Parents/Caregivers the consumption of a small amount of alcohol. Importantly, this complies with New Zealand Laws and Regulations in this area.

Food must be made available and in sufficient quantities to last throughout the function.

Catering will provide a good range of food. This includes limiting high-fat, high-sugar foods ensuring enough food is available, especially if alcohol is also being offered.

A range of alternative drinks including low alcohol beer and alcohol-free beverages must be available for the duration of the event.

Water is available free of charge at all times and must be clearly signposted.

Practices that encourage intoxication are not acceptable and anyone who becomes intoxicated will not be served further alcohol.

If someone does become intoxicated every effort will be made to protect their safety both at the event and afterwards.

Provision will be made to ensure that guests are able to make alternative arrangements for transportation home. Phone numbers for local taxi companies will highly visible.

All events are smoke-free.

Your responsibilities if alcohol is served

If you are drinking alcohol at a work event, you are responsible for:

- ensuring you do not drink too much.
- always following all laws.
- showing the same standard of behaviour that you would during work hours treating everyone with respect.

Sun-Smart

If functions are held outside, we will make sure you are protected from too much solar UV radiation.



We will:

- Remind you to be prepared to be Sun-Smart
- Provide shade (where available)
- Have sunscreen readily available that is at least SPF30, broad-spectrum and water resistant, and encourage you to use it
- Schedule activities for times of the day when UV levels are low

Gifts/Prizes/Raffles

From time to time alcohol may be provided as gifts, prizes or raffles. This is allowable under this policy so long as the person receiving the gift, prize or raffle proceeds is over 18 years of age.

Relevant Policies

School Procedures that Relate to this Policy

Name of Procedure	Author	Faculty or Department
Health and Safety Policy	Human Resources	Office

DATE APPROVED: 18 March 2019	RESPONSIBILITY: Senior Management
REVIEW PERIOD: 3-Yearly	DATE LAST REVIEWED: March 2018