Use of Alcohol

CONTEXT
Located in Doncaster East, Donburn Primary School opened in 1973 and for over 30 years has prided itself on setting the highest standards of education and values.

At the forefront of the school’s mission is its unwavering commitment to ensuring the health and safety of its students.

The school’s primary focus of ensuring the wellbeing of its students necessitates the establishment of this alcohol policy.

AIM
The purpose of this policy is to establish a framework governing the provision, consumption and serving of alcohol within the school or at school organized activities so that:

- A high level of safety for children and a general focus on students.
- Performance in school activities and functions is maintained.
- All Department guidelines with regard to the provision, consumption and serving of alcohol are followed.
- Appropriate State Liquor Licensing regulations are adhered to.
- Acceptable behavior of the school community during the provision, consumption and serving of alcohol within the school or at school organized activities is mandated.
- The rules governing the consumption and serving of alcohol within the school or at school organized activities, including school excursions, within and outside of school hours are clearly defined.

This policy applies to all Donburn employees, contractors and to the school community.

POLICY
The following mandatory rules apply for the use of alcohol during school hours and when staff have a continuing responsibility for students.

- Alcohol must not be consumed on school premises during normal school hours. [Exemption may be made with the approval of the Principal for appropriate special occasions at times when students are not present].
- Staff must not drink alcohol during hours of duty or when they have a continuing responsibility for students. This includes school excursions/camps, and any other school activity (e.g. dances, discos) that is held outside ordinary school hours.
- Parents providing assistance to staff (i.e. in classrooms, excursion, and camps) are also prohibited from consuming alcohol while on the school premises or assisting staff off
Donburn Primary School will inform parents/guardians and students before departure on excursions / camps etc. regarding alcohol prohibition and sanctions that could be expected for offending.

Under no circumstances are Donburn Primary School students permitted to consume alcohol when in the care of Donburn staff or on the school premises.

The Principal will implement an appropriate response and action for any student / staff member/ parent that has consumed alcohol or brought alcohol into the school environment.

In the instance that a student / staff member is found to have consumed alcohol, it is the role of the Principal to ensure the following occurs:

Student:
- Ensure immediate safety of the student. This may require medical intervention and isolation from other students.
- Appropriate notification to guardian or parent.
- Ensure the privacy and civil rights of the student are considered.
- Ensure appropriate referral to services such as counselling.
- Documentation as per Donburn Primary School Student Engagement and Wellbeing Policy.

Staff Member:
- Ensure immediate safety of the staff member. This may require medical intervention.
- Follow guidelines of response via the following polices (DEECD):
  - Fitness for Duty
  - Roles and Responsibilities
  - Unsatisfactory Performance
  - Occupational Violence
  - Complaints, Unsatisfactory Performance and Misconduct

Social Functions and activities involving students (e.g. Christmas concert)
Alcohol must not be provided, consumed or served (by any persons) within the school at student centered events.

Social Functions and activities not involving students
Consumption of alcohol may be permitted on social and school fund raising occasions involving staff and/or parents provided that the requirements set out below are met.
The following procedures must be followed on each occasion where school staff, school boards or P&F associations wish to provide or sell alcohol:

- The function must not occur during normal school hours or at times when any school activities involving students are in progress.
- Prior approval for possession and consumption of alcohol must be obtained by the School Council. This must occur in relation to each individual occasion and must be in writing. Details of any event that seeks approval of alcohol consumption from council, should include: convener, time, date, place, attendees, reason for function and liquor license if required.
- All sales or provision of alcohol by the school must abide by legal restrictions as per the Liquor Control Reform Act, Vic 1998.
- Restrictions on persons providing, consuming or serving alcohol-no person under the age of 18 may serve or consume alcohol at a school function.
- Parents should be advised in advance when alcohol will be offered at the above social and school fund raising functions.
- Students present with their parents at social and school fund raising occasions are the responsibility of their parents.

Approval of Alcohol by School Council

If school council approve the consumption of alcohol at a school event, then they must adhere to the responsible service of alcohol requirements: (Department of Justice Licensee Obligations).

Responsible drinking is mandatory at all times from adults attending any Donburn Primary School event where alcohol is consumed. The Donburn Primary School Principal has the right to remove or seek police intervention, for any adult that displays inappropriate behaviour while consuming alcohol.

If a function requires payment for attendance and alcohol is part of the sale price, then a temporary liquor license is required.

Breach of Policy

As determined by School Principal.

Other Considerations & Related Donburn Policies

Student Engagement and Wellbeing Policy
Duty of Care Policy
Teacher Wellbeing Policy

References

DONBURN PRIMARY SCHOOL POLICY


Education and Training Reform Act 2006


Further information, including types of liquor licenses, and when a licence is required can be obtained from Department of Justice - Responsible Alcohol Victoria, phone 1300-650-367.

DEFINITIONS

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APPROVAL

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<th>Contact Person:</th>
<th>Policy Owner:</th>
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<tr>
<td>Kevin Sertori</td>
<td>Donburn Primary School Council, Education Sub Committee</td>
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DOCUMENT CONTROL

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<td>Updated content and format to reflect current best practices &amp; DoE policy.</td>
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