



CAULFIELD PRIMARY SCHOOL

ALCOHOL POLICY

POLICY NO. 3.1

Rationale:

There are a range of social expectations about what is reasonable and responsible in relation to the consumption of alcohol in different settings. This document outlines an alcohol policy which is relevant to a range of events at Caulfield Primary School, while complying with Liquor Licensing Laws, the Responsible Serving of Alcohol Guidelines, and in line with guidelines proposed by DET.

Policy statement:

- Alcohol is not permitted to be brought onto school premises, opened or consumed during normal school hours (8.45-3.45pm, Monday-Friday during term time) regardless of whether students are present or not.
- Caulfield Primary School will promote the responsible use of alcohol as part of its curriculum for senior students.
- Caulfield Primary School will manage the service and consumption of alcohol at school social events according to the schedule described below.
- Students who fail to adhere to this policy will be dealt with according to the Student Code of Conduct.
- Parents and friends of the school who fail to adhere to this policy will be required to leave the school premises immediately.
- Staff who fail to adhere to this policy will face disciplinary action in accordance with departmental guidelines
- Where there is uncertainty about the nature of the event or the service of alcohol at an event, the matter must be referred to the School Council prior to the event taking place.

Implementation:

In accordance with the Responsible Serving of Alcohol Guidelines, Caulfield Primary School

will ensure:

- No alcohol will be made available to or consumed by any individuals under age 18 or who appear to be intoxicated
- The use of glasses with a line marking a standard drink and wine glasses are not to be filled to the top.
- Glasses are only refilled when they are empty and ask whether the glass is to be refilled before doing so.
- Suitable non-alcoholic beverages be served at all CPS organised functions. Whenever alcoholic beverages are present, non-alcoholic beverages are to be made easily available.
- Ensure light and mid-alcohol strength beverages are available
- Ensure adequate food is served during an event.

Where alcohol is proposed to be available (for sale or BYO) at a school event, the nature of the event must be determined according to the following schedule.

Schedule of events

Event type A:

- Event takes place during normal school hours, or after hours as part of school curriculum, and which students are expected to attend (eg: school camps, sports days, whole school performance).

Event type B:

- Event takes place after school hours, and students are invited, but not required to attend (eg: welcome evening, art show, Year 6 Graduation)

Event type C:

- Fundraising event designed for adults (although children may be present) (eg: market night, school fete, wine tasting evening).

Event type D:

- Event which takes place on school premises outside regular school hours, and at which students are not present (eg: parent social events and meetings).

Event type E:

- Event which takes place on school premises outside regular school hours, and organised by external organisations (eg: when school facilities are hired by other organisations)
- At type A events, no alcohol is permitted.
- At type B events, approval for alcohol to be served or consumed must be given by school council prior to the event taking place, and the result communicated to parents. Where approval is given for alcohol to be served at the event, the

following guidelines must be adhered to:

- An event coordinator is appointed to oversee the organization and running of the event.
- All Liquor Licensing Requirements are met as appropriate for the event.
- Service of alcohol must cease half an hour before the advertised finishing time of the event.
- At type C events, service of alcohol is permitted. The above guidelines for alcohol service must be adhered to.
- At type D events, alcohol may be consumed (BYO) with the agreement of those present. Should dispute arise over the consumption of alcohol, the matter must be referred to School Council as soon as possible.
- At type E events the service of alcohol will be negotiated as part of the facilities hire agreement, as detailed in the Hire of Facilities Policy.

REVIEW PERIOD

This policy was last updated in October 2018 and will be reviewed as part of Caulfield Primary School's review cycle.

Date of approval: 2018	Date of review: 2021
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Checklist of events at which alcohol may be served

1. Does the event take place during school hours (Monday-Friday, 8.45-3.45pm, during term time)?	Y/N
2. Does the event constitute part of the school curriculum?	Y/N
3. Are students expected (required) to attend?	Y/N
If the answer to any of these questions is YES, the event is a type A event. Alcohol may not be served. If the answer to all these questions is NO, go to q. 4.	
4. Are students invited to attend the event?	Y/N
5. Is the purpose of the event mainly social (no financial considerations)?	Y/N
If the answer to both of these questions is YES, the event is a type B event. Alcohol is permitted with the approval of school council. If the answer to q. 4 is NO, the event is a type D event. Alcohol is permitted with the agreement of those participating. If the answer to q. 5 is NO, go to question 6.	
6. Is the primary purpose of the event fundraising?	Y/N
If the answer to this question is YES, the event is a type C event. Alcohol is permitted with the approval of school council.	
7. Is the event being organised by an external organisation using school facilities?	Y/N
If the answer to this question is YES, the event is a type E event. Negotiation about the use of alcohol must be included in any hire of facilities agreement. If the answer to this question is NO, refer the event to school council for consideration.	