



THE HUTCHINS SCHOOL

Consumption and Service of Alcohol Policy

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| Relevant legislation | |
| Commencement date | 01 January 2019 |
| Last review date | 01 March 2021 |

1. Purpose

The purpose of this policy is to inform the staff, students and community of The Hutchins School (the School) of their rights and responsibilities in respect to the consumption and service of alcohol.

2. Scope

This policy applies to staff, students and community members of the School.

3. Objectives

The objective of this policy is to inform and to provide an understanding of the responsibilities of staff and students in consuming or serving alcohol while engaged with the School.

4. Definitions

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| Alcohol | Alcohol is a depressant drug that slows brain activity and impairs co-ordination. The consumption of alcohol increases the risk of injury, as well as impairing the ability to respond appropriately in an emergency. The effects of alcohol can be magnified when consumed in conjunction with other substances, including prescription drugs. |
| Staff | For the purposes of this policy, 'staff' refers to all persons engaged with the School, whether in a paid or unpaid capacity. This includes both volunteers and contractors. |

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| Created by: Policy and Compliance Manager | Document version: 1.0 |
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| Printed copies are uncontrolled. For the latest version please refer to Hutchins Central. | CRICOS 00478F Page 1 of 5 |



5. Policy statement

The School is committed to providing a safe environment for all of our students, staff and community members. We understand the importance of responsible service and consumption of alcohol, and encourage those who drink to do so responsibly.

The purchase, possession or consumption of alcohol by students is strictly prohibited while engaged with, or present at the School (except in the instance of the School's Leaver's Dinner, as outlined below). Outside of this singular exception, students are not permitted to be under the influence of alcohol while on school property or while representing the School.

Consumption of alcohol by staff is limited to approved work-related functions.

Responsibilities: staff and volunteers

Alcohol can impair both mental and motor function, and affects coordination and judgement. It impairs the ability to respond quickly in emergency situations, and can greatly reduce an individual's fitness for work. The School's expectations are that:

- no staff member or volunteer shall attend the workplace under the influence of alcohol;
- alcohol will not be consumed in the workplace, under any circumstances, unless a staff member or volunteer is attending an approved function; and
- where alcohol is supplied at a workplace function (whether held on-site or externally), it should be served and consumed responsibly. Alcohol must not be supplied to individuals who exhibit obvious signs of intoxication.

Staff are responsible for their own conduct in respect to the consumption of alcohol and are encouraged to drink responsibly. Staff must:

- not consume alcohol to excess at work functions;
- not drive, or operate plant or equipment while under the influence of alcohol;
- co-operate with other staff, where action is taken to implement this policy on the School's behalf; and
- report any incidents involving the misuse of alcohol in the workplace.

Responsibilities: students

It is the School's expectation that students will:

- neither purchase, possess, nor consume alcohol on school premises, or at functions, excursions, camps, and sporting events, when representing the School, when wearing school uniform, or in transit to or from school-related events; and
- not present under the influence of alcohol while on School property, or when representing the School.

The only exception to the School's expectation of students applies to the School Leaver's Dinner. During this function, students (over the age of 18) are permitted to consume alcohol responsibly, under the direct supervision of their parents/carers and staff.

Responsibilities: The Hutchins School

It is the responsibility of the School to ensure that:

- all students receive age-appropriate health and alcohol education to enable and support them to make informed choices and to minimise the harm associated with alcohol abuse; and
- both staff and students receive information in respect to counselling and support groups, where alcohol-related problems arise.

5.1 Responsible service of alcohol

It is the School's policy that in the event that alcohol is served at a school function, the function must be directly approved by the Headmaster, and the steps outlined in this policy in relation to the service of alcohol must be observed. The Headmaster is responsible for granting permission for functions to be held on or off school premises at which alcohol may be supplied or sold. The Headmaster is likewise responsible for ensuring that all requirements relating to the sale or supply of alcohol (as detailed in the liquor licensing laws) are met, including laws relating to the responsible service of alcohol. Any decision as to whether to permit the service of alcohol shall take into account issues related to the duty of care owed to both students and staff, community standards and expectations, and the reputation of the School.

In the event that the service of alcohol is permitted at a school function or on school premises:

- alcohol must be served responsibly;
- alcohol must not be served to a person who is noticeably intoxicated;
- the area in which liquor is to be supplied must be a discrete area with controlled access; and
- students attending an event where alcohol is being served must be appropriately supervised.

5.2 Dealing with excessive consumption of alcohol

Where a staff member or volunteer exhibits signs of intoxication, their manager must take steps to:

- request that the staff member or volunteer leave the work site;
- stop the service of alcohol (if the incident occurs during a work function); and
- arrange transport home where it is considered unsafe for the staff member to make their own way home.

Where a student exhibits obvious signs of intoxication, staff must take steps to:



- isolate the student from their peers in a calm and controlled manner (wherever possible) or, where this is not possible, and an impaired student refuses to co-operate and/or becomes agitated, ensure that any other students within the immediate vicinity are removed from harm and attempt to calm the student until such time as other staff members are able to provide assistance;
- ask the student to accompany them to the Head of School's office; and
- contact the Headmaster or other appropriate senior member of staff to inform them of the situation. The staff member shall then make an assessment of the student's condition and take appropriate action. This may include contacting the student's parents or carers to inform them of the incident and request that they remove the students from school grounds. Where a student acts in an aggressive or threatening manner, Tasmania Police may be contacted.

Managing alcohol-related incidents

Staff are expected, when managing alcohol-related incidents, to:

- follow the steps set out in this policy when dealing with a student that they believe may be under the influence of alcohol;
- take steps to ensure the safety and welfare of students from both known, and reasonably foreseeable risks of harm or injury related to the consumption of alcohol; and
- ensure that the Headmaster (or another senior staff member) is informed if they have reasonable grounds to suspect that a student is involved in alcohol-related behaviour.

Implementation of this policy

This policy is implemented through a combination of:

- staff training;
- student education (via ongoing age-appropriate alcohol education programs, integrated into classroom learning);
- the development of an alcohol-safe culture, by promoting student awareness of alcohol abuse;
- effective incident notification procedures; and
- the initiation of corrective actions where required.

Discipline for breaches of this policy

Where a staff member breaches this policy, the School may take disciplinary action, including (in the case of serious breaches) summary dismissal.

6. Supporting/related documents

Code of Conduct

7. Record keeping

This policy is to be kept for three (3) years until review, unless there is a significant legislative or organisational change requiring earlier review.

The master copy is kept in Sharepoint Online in read-only in PDF form. All printed copies are uncontrolled.

8. Policy owner

Headmaster

9. Version Control

| Version Number | Author | Purpose/Change | Date |
|----------------|-----------------------------|--|----------|
| 1.0 | Policy & Compliance Manager | Combined Alcohol Policy (staff), Alcohol Policy (students) and Service of Alcohol Policy into a single document. Minor textual changes and revisions made for clarity. | 1/3/2021 |
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