



# STAWELL SECONDARY COLLEGE

## Alcohol Policy

### Rationale:

- The Education Department and Training (DET) has a duty of care, through its staff, to take all reasonable steps to minimise the risk of injury and prevent harm to students.
- Staff have a responsibility to carry out their duty of care at all times and perform their official duties.
- This policy explains the requirements of schools regarding the possession and consumption of alcohol in school and school related activities.

### Aims:

- To prevent alcohol being consumed on school premises during normal school hours. Normal school hours on a Monday – Thursday are between 8.50am and 4.35pm, and 8.50 to 3.45pm on a Friday. Exemption may be made with the approval of the Principal for appropriate special occasions at times when students are not present.
- To prevent alcohol being carried in or on government vehicles except where prior approval in writing has been given for a special occasion by the Principal. Under no circumstances is alcohol to be consumed in or on government vehicles.
- To prevent students under the age of 18 years (who are prohibited by the *Liquor Act 2010*) from purchasing or consuming alcohol on any occasion.
- To prevent students, regardless of age, from consuming or possessing alcohol at any school activity including excursions, outdoor adventure activities and camps.
- To prevent staff from consuming alcohol during hours of duty or when they have a continuing responsibility for students. This includes school excursions/outdoor adventure activities and any other school activity that is held outside ordinary school hours.

### Definitions:

| Word         | Definition  |
|--------------|---|
| Duty of Care | The term 'duty of care' is legislated and defines the duty a person has to ensure reasonable care is provided towards another in order to protect them from known or reasonably foreseeable risk of harm or injury. There is not an absolute duty to avoid injury but reasonable steps must be taken to avoid foreseeable injury. Principals are required to ensure that schools are organised in a way that properly provides that duty of care. |
| Happy Hour   | Time for staff to socialise in the Staff Room at Stawell Secondary College on a Friday after 3.45pm.  |
| Parents      | Those who are the legal parents of a student or students. Includes carers and guardians.  |



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| Safety Officer                  | A person who is selected to oversee the behaviour (social and anti-social) of staff, their alcohol levels and effects, ability for them to leave 'happy hour' safely, ensure that the venue is left clean and tidy, with the evidence discarded discreetly and that the venue is left secure. The safety officer must have a copy of this policy with them and be familiar with its contents. |
| School Functions and activities | The variety of learning, recreational, sporting and social occasions which are organised by a school or with the assistance of school staff. They also include social and fundraising activities organised by the school board or by the parent and citizens association.   |
| Work Experience                 | A student's short term unpaid participation in the workplace as a learner and observer.   |

## **Implementation:**

### **Non-school sponsored student social occasions**

- Principals should ensure that staff attending students' social occasions which are not sponsored by the school, for example Year 12 end of year activities, are informed of the possible implications of attending such activities and are aware of their responsibilities. These responsibilities include high standard of professional behaviour, duty of care obligations and adherence to Department policies.

### **Accredited courses**

- Students of any age should not be required to serve alcohol except when undertaking a course in hospitality which contains a specific requirement for them to do so. The existence of such a course within a school is not, in itself, a sufficient reason for students to be serving alcohol e.g. at a school social function. The occasion must fall within the course requirements.
- The registration of the organisation must be confirmed by the school before the school enrolls students in the course. This can be done online at [www.training.gov.au](http://www.training.gov.au). This confirmation must also be undertaken for commercial training schools for which the government school acts as an agent.

### **Work Experience**

- Students under the age of 18 years must not be placed in positions that will require them to serve alcohol. Work experience placements must comply with the provisions contained in the Act.

### **Social functions and activities not involving students**

- 'Happy Hour' guidelines
  - General school council approval will be sought for the approval of a 'happy hour' function in the staff common room on Friday afternoon. Alcohol will only be consumed in the staff room.



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- The 'happy hour' will commence no earlier than 3.45pm and participation be restricted to staff members and their partners.
- A poster will be placed on the glass window in the staffroom door, or the glass window otherwise shielded to ensure that passing students do not see the consumption of alcohol apparent to students either overtly or by innuendo.
- Safety Officers will be present during the entirety of the 'happy hour'.
- Staff supervising students on after school detention at that time will not be permitted to participate in the consumption of alcohol.
- Alcohol in the staff room will be kept in the securely locked refrigerator and remain locked and be unlocked only for the 'happy hour' itself. Restocking of the refrigerator will be conducted discretely.
- Empty beverage containers will be cleared and binned discretely.
- School council minutes will record a motion annually approving the 'happy hour'.
- Alcohol at school events: the consumption of alcohol at school events at which students are present is prohibited.
- From time to time staff and students will be on licensed premises after a school event, typically the Valedictory Dinner. Staff in this environment should particularly note the Child Safe standard and under no circumstance:
  - Drink alcohol without other staff present i.e. only with student
  - Purchase alcohol for students or allow students to purchase alcohol on their behalf.
  - Should staff be neglectful of the unacceptable behaviours outlined in the code of conduct.

## **Community use of school facilities**

- Community hirers of school facilities for purposes other than school functions/activities and community education programs are not permitted to bring alcohol onto or consume alcohol on school premises.
- Production companies or equivalent who hire school theatres, must comply with the provisions as stated in the policy Community Use of School Facilities and the Facility Hiring Agreement.

## **Evaluation:**

This policy will be reviewed as part of the school's review cycle in accordance with the Child Safe Policy, in September, every year. The review will be led by the Principal and referred to the Policy Subcommittee and School Council for ratification.

Last reviewed: August 2019  
Next review date: September 2020



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## **Update history:**

|                |                      |
|----------------|----------------------|
| First issued   | September 2017       |
| Date of update | Summary of change(s) |
| 15/8/19        | No changes           |
|                |                      |
|                |                      |