



ALCOHOL POLICY 2016

1 Purpose

- 1.1 The purpose of this policy is to set out how Houghton Valley School (HVS):
- manages alcohol on school premises, and during EOTC activities and school functions
 - models positive and responsible behaviour around the use of alcohol.

2 Scope

- 2.1 This policy applies to the sale, supply, and consumption of alcohol in the following circumstances:
- on school premises
 - at EOTC activities
 - at school-affiliated functions held at premises other than school premises, as is relevant.

3 Relevant legislation

- 3.1 The school complies with all relevant legislation including the:
- Sale and Supply of Alcohol Act 2012
 - Health and Safety in Employment Act 1992 and/or Health and Safety at Work 2015, and
 - Gambling Act 2003.

4 Guiding principles

- 4.1 HVS provides a safe physical and emotional environment for students and the rest of the school community, ensuring that the consumption of alcohol does not compromise this outcome.
- 4.2 No-one consumes alcohol on school premises between 6am and 6pm, Monday to Friday.
- 4.3 No-one consumes alcohol at an EOTC activity at any time.
- 4.4 The consumption of alcohol is never the primary purpose of any school activity or function.
- 4.5 Any adult attending a school function where alcohol is available, drinks sensibly and moderately, and consumes appropriate amounts of food.
- 4.6 All alcohol kept on school premises is stored securely so as to prevent minors from accessing it.
- 4.7 No minors are able access to alcohol during EOTC activities.

5 Functions on school premises

- 5.1 A function on school premises that includes the sale, supply or use of alcohol may only take place where:
- The Board of Trustees (Board) has given its approval for the function to be held (see Schedule 1 for an application form).
 - The host:
 - has agreed to comply with all relevant alcohol laws, and this policy
 - has agreed to comply with HVS's host responsibilities, as set out in Schedule 2

- iii. provides evidence to the Board that they understand the relevant legal and policy requirements as part of their application to the Board for approval to hold a function
 - iv. provides evidence after the function that they have complied with the relevant legal and policy requirements.
- c. The function's host holds the necessary liquor licence and has provided HVS with a copy of the licence before the function takes place.

6 Prizes

6.1 Neither HVS, nor HVS's parents' association, nor any other school-affiliated body, offers alcohol as a prize for games of chance, eg for raffles, mystery envelopes, or instant prizes.

7 Gifts

7.1 Alcohol is not given as gifts.

8 Complaints

8.1 A complaint about the sale, supply, or use of alcohol on school premises may be made in accordance with the Board's complaints policy.

9 Definitions

9.1 In this policy unless the context otherwise requires:

a. alcohol has the same meaning as that set out in the Sale and Supply of Alcohol

Act 2012 and can normally be understood to include wine, spirits, beer and any other substance commonly known as alcohol

b. Board of Trustees or Board means HVS's board constituted under Part 9 of the Education Act 1989

c. school activity means an activity carried out by HVS as part of its core education purpose

d. school community usually means HVS students, staff, student parents and other caregivers but may sometimes include others such as ex-students and parents/caregivers

e. school function means an activity that is not part of HVS's core education

purpose but is carried out by or for the benefit of HVS, eg fundraising activities such as the school fair or debate, or community building activities such as the annual family picnic

f. school premises means the school grounds and buildings located at 110 Houghton Bay Road

SCHEDULE 1 APPLICATION TO THE BOARD OF TRUSTEES

Request for permission to hold a function on HVS premises that includes the sale, supply or use of alcohol

Date of Function :

Host Organisation Name :

Key Contact :

Purpose of function :

Expected participants :

Are you planning to sell, supply, or use alcohol at your event :

Why you wish to alcohol to be involved with your function :

Explain how you will comply with Health & Safety issues at event relating to alcohol :

Explain how you will comply with all relevant alcohol laws and this policy :

Explain what host responsibility steps you will take with the event :

Managers on duty at function and short summary of their background :

SCHEDULE 2 HOST RESPONSIBILITIES

HVS requires all people hosting a function on school premises to carry out the following host responsibilities.

1 Provide a safe and enjoyable environment.

2 Ensure that anyone who is visibly intoxicated is:

- a. not served alcohol
- b. asked to leave
- c. encouraged to take advantage of safe transport options.

3 Ensure that alcohol is not sold or supplied to minors (people under the age of 18 years).

- a. If anyone appears to be under the age of 25, ask them for identification.
- b. Acceptable forms of proof of age are a NZ photo driver's licence, the Hospitality NZ 18+ card, and an original, valid passport.

4 Be clear that people are expected to drink sensibly and moderately.

5 Provide a range of well-promoted food and water options throughout the function, including:

- a. a range of non-alcoholic drinks.
- b. clearly sign-posted water, available free of charge at all times
- c. a selection of food.

6 Promote a variety of transport options.

- a. Encourage people to have a lifesaver (designated driver).
- b. Provide any lifesaver with non-alcoholic drinks.