
	Hughesdale Primary School	
	Alcohol Policy	
Ratified at School Council: March 2023	Due for review: March 2025	On website: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Authority (Principal): 		Authority (School Council President): K Williams



Help for non-English speakers

If you need help to understand the information in this policy, please contact our Business Manager or an Assistant Principal.

PURPOSE

The purpose of this policy is to:

- explain when alcohol can and cannot be consumed or sold:
 - on school premises
 - off school premises at school functions.
- ensure the legal requirements for the sale and/or provision of alcohol at school and at school functions are adhered to.
- prohibit the consumption of alcohol by students at school and at school functions.
- provide procedures for responding to students found in possession or under the influence of alcohol at school or at school functions
- prohibit fundraising events involving students where alcohol is a prize.

DEFINITIONS

- *School premises:* school grounds, buildings and carparks.
- *Off school premises:* all locations not within the definition of “school premises”.
- *School functions:* all events endorsed by or organised by the School Council, Parents and Friends Association, staff or students that are within the usual operational function of the school, including but not limited to fundraising events, working bees, sports events, award ceremonies, parent information evenings, camps, excursions and school carnivals.
- *Student events:* school functions at which students are invited to attend.
- *Non-student event:* school functions at which students are not invited to attend.
- *Private staff events:* informal functions that are open to attendance by staff and School Council members only.
- *School hours:* between 8.45am and 3.45pm on weekdays or as otherwise specified by the Victorian Department of Education.

POLICY

Consumption and provision of alcohol on school premises

Alcohol **shall not** be consumed on school premises:

- during school hours
- outside of school hours:
 - at student events where a liquor licence has not been obtained
 - at School Council meetings, Parents and Friends Association meetings, subcommittee meetings.

Alcohol **may be** consumed on school premises:

- outside of school hours:
 - when a liquor licence has been issued for the event **and**:
 - attendance is limited to individuals over the age of 18, **or**
 - a separate area for the consumption of alcohol has been defined, with access limited to individuals over the age of 18 years of age, when the event is not limited to individuals over 18.
 - by organisations who hire or lease school buildings
 - at private staff events.

Consumption and provision of alcohol off school premises at school functions

Alcohol **shall not** be consumed at (or in transit to) school functions off school premises at student events.

Alcohol **may be** consumed at (or in transit to) school functions off school premises at non-student events.

Consumption of alcohol by students

Students are prohibited from consuming, possessing or being under the influence of alcohol at school and at school functions.

Students found to have consumed, possess or be under the influence of alcohol shall be referred to the Principal who shall respond in line with the school's [student engagement policy](#).

Fundraising by student where alcohol is a prize

Students are prohibited from participating in fundraising activities (such as the sale or promotion of tickets) that offer alcohol as a prize.

Requirements for the sale of alcohol at school functions

The school is subject to the *Liquor Control Reform Act 1998 (Vic)*. This means that the school may be required to obtain a liquor licence if a school function is providing alcohol for sale or if provision of

alcohol is included in a ticket event price. The Victorian Department of Justice is the authority to which applications for liquor licences are made.

Prior to any school function where a liquor licence will be required, the event organisers must submit to the School Council for approval an operating procedure detailing how the sale of alcohol will be managed.

No school function shall proceed without the appropriate liquor licence being obtained no less than 30 days prior to the function and a copy of the licence provided to the Principal.

Requirements for consumption of alcohol at school functions

When alcohol is consumed at a school function the following shall apply:

- The function must have a defined starting and finishing time.
- Alcohol shall be consumed in moderate quantities.
- Sufficient non-alcoholic drinks must be available.
- Alcohol may only be provided to and consumed by those aged 18 years and above.
- Adults serving alcohol shall comply with all conditions of any licence, for example Responsible Sale of Alcohol.
- Where minors are in attendance (under 18 years of age), adults consuming alcohol must do so in a defined area, with access limited to individuals 18 years or older.

Guidelines for Organisations Hiring School Facilities

Organisations who hire the school premises for functions and who intend to offer alcohol for sale must:

- submit for approval by the School Council an operating procedure detailing how the service of alcohol will be managed
- provide the Principal with a copy of the appropriate liquor licence no less than 30 days prior to the event
- comply with all conditions of the licence
- discourage attendees from bringing their own alcohol to the event.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- available publicly on our school's website
- made available upon request to the front office.

RELATED POLICIES AND RESOURCES

- [Victorian Commission for Gambling and Liquor Regulation: Temporary limited licence](#)
- [Victorian Department of Education's Alcohol at school events policy](#)

POLICY REVIEW

Policy last reviewed	March 2023
Next scheduled review date	March 2025
Review cycle	Every 2 years