



# Arndell

## Anglican College

**2013**

### **Responsible Service of Alcohol Procedures**

Arndell Anglican College must observe the need to ensure the safe service of alcohol at College functions.

**Students will, under no circumstances, consume alcohol either at the College or at functions organized by the College regardless of age.**

Major functions involving parents, organized by the College or its representative will ensure that alcohol is served and consumed in moderation and as appropriate.

**The College acknowledges** the value and importance of providing hospitality at appropriate times during and/or after College functions and events.

**The College also acknowledges** that as a body of the church and an educational institution, there is a responsibility to model appropriate behaviours regarding the use of alcohol.

**The College also acknowledges** it has a responsibility for the welfare and safety of all members.

These procedures are designed to provide guidance to members of the College community planning for those attending and not attending occasions where alcohol is to be served as a component of hospitality

**Staff members are not obliged to attend these functions**

#### **Procedural Provisions**

The following provisions apply to the service of alcohol within the College community:

- **The College will**, in the planning stages of functions and social occasions, determine **if** alcohol will be served as a component of the hospitality package.

- The staff member responsible for the oversight of the function will determine the variety of alcohol to be served when it is included. This must be done in consultation with the College's Head or designated executive.

***Note: There will be many functions and occasions where hospitality is provided by the College which will not include the service of alcohol.***

- Under no circumstances are students of the College to be invited to serve alcohol at a College function.
- The service of alcohol at major functions will be overseen by the College's contracted Hospitality staff who have completed the Responsible Service of Alcohol Management Plan.
- **Alcohol, if included in the hospitality package,** will be served at afternoon and/or evening functions only.
- **The guests in attendance at College functions** are expected to consume alcohol responsibly and comply with all reasonable directions from contracted hospitality staff or Executive staff of the College.

**The Following points will apply:**

- The Headmaster or a member of the executive will be responsible for the oversight of alcohol served at any College function.
- Parents and students will be informed of the 'responsible service of alcohol' and the expectations of both students and parents.
- **All staff attending have a duty of care and must ensure that if a student is consuming alcohol then it is their responsibility to inform an executive member of staff.**
- **If a student is detected consuming alcohol only a member of the executive will approach the student and parent,** they will be asked to leave the venue and discussions with parents involving appropriate sanctions will occur at the next opportunity.