

# NORTHLAND SCHOOL

## Health and Safety Procedures Use of Alcohol at School Functions



### Rationale

Northland School, from time to time, holds functions (on or off school premises) where there is consumption of alcohol by adults. They may also seek to fundraise with items that contain alcoholic products. The availability and consumption of alcohol at school functions needs to be carefully managed.

### Requirements

- Permission from the principal must be granted in order to hold school functions/fundraising at which alcohol is to be supplied or sold.
- The principal will ensure that the appropriate council consents i.e. Special Licence (Sale and Supply of Liquor Act 2012) are held for each event and that any relevant local bylaws are adhered to.
  - The area selling alcohol must be enclosed.
  - The Special Licence must be displayed at all times at the entrance(s) to the enclosed alcohol area.
  - The sale of alcohol must cease ½ hour prior to the end of the function.
  - A Home and School Committee member must be in the enclosed area with the duty manager at all times.
- Before the licenced event, licensees, duty managers and persons selling liquor must be aware of their statutory responsibilities set down by the Sale and Supply of Liquor Act 2012, including:
  - Not selling liquor to anyone under 18 years old. Photo identification must be available if required.
  - Not selling liquor to intoxicated persons nor to allow anyone to become intoxicated.
  - Only allowing minors in the enclosed area if accompanied by a parent or legal guardian.The above statutory responsibilities must be displayed on appropriate signage in the enclosed area.
- The duty manager is responsible for what happens at the event and will be held accountable should offences be committed. The duty manager must hold a current general manager's certificate.
  - The duty manager may ask any person(s) to leave the school function at any time.
  - There will be appropriate signage stating who the duty manager is for the night.
- The school recognises the importance of host responsibility and is to encourage responsible drinking behaviour by:
  - Having a range of non-alcoholic refreshments available for consumption.
  - Having substantial food items available for consumption. Patrons will be notified of the availability of food with signage through the premises.
- Intoxicated people will not be allowed in or onto the school grounds, or at school functions.
- People attending and leaving school functions should take into account the neighbouring properties and not cause a nuisance.
- The consumption of alcohol by third parties while using school facilities will not be permitted.