



Te One School

Alcohol at School and School Events

At Te One School, alcohol is never made available when our school is open for instruction or when staff are responsible for students, including Education Outside the Classroom (EOTC) activities.

This is part of our commitment to providing a physically and emotionally safe place for students, staff, and the school community (Health and Safety at Work Act 2015; Education and Training Act 2020). There may be occasions, however, when alcohol on school property or at a school event may be appropriate.

Before approving alcohol use, we consider the:

- nature and purpose of the event
- location of the event (on- or off-school site)
- **▶ host responsibility** obligations
- need for the organisers to apply for a Special Licence, if alcohol is to be sold or supplied, or if alcohol is available and a koha or entry fee is paid.

With the approval of the principal, staff and guests may drink alcohol on school property at least half an hour after the school is closed for instruction. Alcohol may also be available at appropriate school-related events. At Te One School, alcohol is not sold or made available at family events.

If alcohol is approved for an event, we ensure that it is consumed safely and responsibly, in keeping with the Sale and Supply of Alcohol Act 2012. Any alcohol on school property is safely secured.

We regularly review our policy for allowing occasional alcohol use, and consult with our school community, as appropriate, about its implementation so that it reflects our school values and culture. Staff and other adults are made aware of this policy as part of their staff orientation and as required.

Host responsibility

If alcohol is served at a school-organised function, we ensure we meet our host responsibility obligations. We:

- plan the event to ensure that drinking alcohol is not the main focus
- ensure that enough food and alternative drinks (i.e. low alcohol and alcohol-free) are provided
- do not supply alcohol to anyone under the age of 18 years
- encourage guests to drink responsibly
- refuse to serve alcohol to anyone who appears intoxicated
- promote or provide safe transport options for guests who drink alcohol
- remove any intoxicated person from the event and make every effort to ensure their safety.

Staff members are responsible for ensuring that they remain in a condition to be able to get home safely and ensure that if they are required to work after the event or the following day

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they are not impaired.

At any school event that involves alcohol being served on school property, the principal, a senior staff member, or other person is designated to ensure that this policy is followed.

For school events off school property, the manager or senior staff member of the venue where the event takes place is also expected to meet their host responsibility obligations.

Alcohol use on school property by external groups

External organisers of functions on school property must send a written request to the board if they wish to serve alcohol or allow BYO at any function. The organisers must have this consent before any alcohol is consumed and must meet their host responsibility obligations.

Related policies

- **Third-Party Use of School Property**
- **Education Outside the Classroom**

Legislation

- Sale and Supply of Alcohol Act 2012
- Health and Safety at Work Act 2015
- Education and Training Act 2020

Resources

- Te Whatu Ora | Health New Zealand: **Alcohol in the workplace** 

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