



# USE AND PROCUREMENT OF ALCOHOL

## Rationale

As part of our responsible duty of care to provide a safe workplace, students, staff and visitors must be protected from the physical and behaviour risks associated when the is alcohol provided. Laws around the supply and service of alcohol and well as societal norms demand a minimum level of care and responsibility is taken concerning alcohol to protect the well-being of all.

## Related Merici and CE Policies

This policy should be read in conjunction with Student Safety and Wellbeing, <https://www.merici.act.edu.au/school-policies/student-safety-and-wellbeing> with specific respect to alcohol, referenced below:

### Use of Alcohol, Drugs and Tobacco

13.1 Workers are responsible for ensuring their capacity to perform their duties is not impaired by the use of alcohol or drugs, and that the use of these substances does not put them or any other person's health and safety at risk.

13.2 Being under the influence of alcohol or drugs while the worker is 'on duty' could affect their ability to work safely and efficiently, especially when they have a responsibility to supervise students or work in close proximity to them.

13.3 Workers must not attend work under the influence of alcohol, illegal drugs or non-prescribed and/or restricted substances.

13.5 Workers must not purchase for, offer, supply, give or administer to students, including those over the age of 18:

- i. illegal drugs
- ii. restricted substances
- iii. prescribed or non-prescribed medication (unless dealing with or administering medication in accordance with relevant policy)
- iv. alcohol
- v. tobacco.

13.6 Workers must not encourage or condone the use of or use by students of:

- i. illegal drugs
- ii. restricted substances

- iii. alcohol
- iv. tobacco.

13.8 Workers must not consume tobacco on school premises or at any school-related activity where students are present.

**Alcohol is not to be consumed during school hours** at school whenever students are present at the school. In the absence of a policy specifically prohibiting the consumption of alcohol on school premises, at any school-related activity or any time students are present, workers (including volunteers) should be mindful of the following:

- safety of students and others
- supervisory responsibilities and duty of care towards students and
- others
- professional boundaries with students, colleagues and community
- members
- modelling appropriate behaviour for students
- work health and safety
- not driving under the influence of alcohol
- reputation of the school and the CEO
- professional reputation

Workers who are concerned about any person at work that may be affected by alcohol or drugs, or may have engaged in the behaviours outlined above, should consult their Principal/Supervisor/Manager.

Children and young people have a greater vulnerability to alcohol than adults.

To provide alcohol to any person under the age of 18 years is against the law.

In addition, reference is made to the Archdiocese of Canberra and Goulburn Catholic Education School Event and Activity Policy Clause 12.1 highlighted below. The policy can be accessed here: <https://intranet.cg.catholic.edu.au/formandpolicies/PolicyLibrary/Lists/PolicyList/Attachments/48/School%20Events%20and%20Activities%20Policy.pdf>

## 12. The role of the Teacher in Charge

12.1 The teacher in charge of an event has a range of responsibilities. Consistent with the type of event and the event level of risk, the teacher in charge must:

- ensure students and parents are aware of supervision and transport arrangements and have signed permission for students to travel by bus/private vehicle.
- ensure that where travel is by bus, only accredited bus companies are used. Seatbelts must be

worn on buses and coaches when they are available.

- ensure CECG First Aid requirements are followed and a First Aid kit is carried.
- ensure all accompanying adults are appropriately qualified and/or experienced and are advised of their responsibilities in accordance to relevant CECG and school policies.
- Additional adults accompany excursions when extra care is considered necessary for the safety and welfare of students. Working With Vulnerable People (ACT) and Working With Children (NSW) approvals must be checked for validity where required.
- ensure staff and accompanying adults act with due care to carry out their duties and are aware that they must not consume alcohol at any time undertaking a supervisory role during excursions

WHS Policy

<https://intranet.cg.catholic.edu.au/formandpolicies/PolicyLibrary/Lists/PolicyList/Attachments/27/Work%20Health%20and%20Safety%20Policy.pdf>

## Purpose

Service of alcohol on the college campus is permissible under certain circumstances but must be carefully controlled.

Alcohol may be served and consumed at out of normal hours events such as :-

- **Catered events for Staff** - Principal's Shout or as a special thank you and reward to staff after a particular event, for example at end of term or following an occasion such as St Angela Merici Day or the Athletics Carnival.
- **Externally catered event involving Parents and Staff** – Community Welcome Barbeque, Father's Day Dinner, Alumni Soiree.
- **Other internally catered events** involving Vocational Education Training (VET) students undertaking practical assessment, for example Bridge Restaurant, International Women's Day celebration and College Board Dinner.
- **Used in cooking** for the purposes of Senior Hospitality classes.

All events where alcohol is being served must be approved by the College Executive and specifically noted and signed off on the Event Order (EVO).

## Procedures

### Procurement

- Alcohol such as cartons of beer or boxes of wine must never be delivered to the College.
- Except in strictly limited quantities for cooking purposes, and for tracking and transparency, purchase and pick-up of alcohol should only be done by and/or with direct approval of a member of Executive or Leadership Team Staff, using College Corporate credit card or credit account facility.
- Students must never be asked to receive, handle or move alcohol, from or to storage.

## Responsible Service of Alcohol (RSA)

- The supply and service of alcohol are subject to rules and norms under the Responsible Service of Alcohol (RSA) – including but not limited to:
  - All (hospitality) students who serve alcohol must hold their RSA qualification and be 18 years or older

Rules to restrict and/or manage (excess) alcohol consumption apply

- Alcoholic beverages must be served. Uncontrolled or unrestricted 'self-service' of alcoholic beverages is not allowed
- Service of alcohol to intoxicated people or those under the age of 18 is illegal.
- Alcohol is not for take-away in sealed bottles. Only open bottles, cans or poured glasses.
- Low alcohol alternatives must be available – and priced less than full strength products
- Water must be readily available

## Administration and Record-Keeping

- Cost centre and Fringe Benefits Tax (FBT) – Alcohol served to staff as a form of reward (for example Principals Shout) is subject to FBT and details of specific use must be recorded carefully by Finance Office staff for accounting and reporting purposes.
- Alcohol for as input into hospitality is recorded in subject budget as consumable supply and is not subject to FBT

## Storage and Requisition - Visibility and Access

- All alcohol must be stored in a single separate secure location away out of sight and access to students, and with restricted access by staff.
- An inventory of all alcohol must be maintained and updated each time stock are received and requisitioned. This inventory must include events for cross reference of EVOs.
- Only a member of staff can requisition and update the stock list e.g., hospitality teacher or their assistance, member of Executive or their delegate.

## Forms

Nil

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Approved by: Merici Executive  
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 Merici Contact Officer: Business Manager