



ROCKHAMPTON GIRLS GRAMMAR SCHOOL

Alcohol Policy

PURPOSE OF THE POLICY

The purpose of this policy is to provide clear direction on the consumption, possession and storage of alcohol on school premises or at school functions.

POLICY

1. Policy Principles – Consumption of Alcohol

In order to avoid misunderstandings as well as uphold our Duty of Care, the following principles are to be followed:

- Alcohol must not be consumed on school premises during normal school hours. Exceptions may be made with the approval of the Principal for appropriate special occasions at times when students are not present.
- Staff must not drink alcohol during hours of duty or when they have a continuing responsibility for students. This includes school excursions/outdoor adventure activities and any other school activity that is held outside ordinary school hours.
- The Principal shall ensure that staff present at students' social occasions which are not sponsored by the school, including some Year 12 end of year activities, are aware of the possible implications of attending such activities and are aware of their responsibilities.
- Students are not permitted to consume or possess alcohol on the school premises nor at any school activity including excursions, outdoor adventure activities and camps.

2. Policy Principles – Storage of Alcohol

- Storage of alcohol must be in areas out of bounds to students.
- Storage of alcohol in the kitchen cold room is only permitted on completion of a storage request form and with the approval of the Principal.
- Goods are to be boxed and labelled with:
 - date
 - name
 - contents and quantity
 - date to be removed.
- Alcohol not stored in an appropriate manner may be disposed of.

3. Policy Principles – Social Functions and Activities not involving Students

Consumption of alcohol is permitted on social and school fund raising occasions involving staff and/or parents provided that the requirements set out below are met.

The following procedures must be followed on each occasion where school staff, the Board of Trustees, or Support Groups wish to provide or sell alcohol.

- The function must not occur during normal school hours or at times when any school activities involving students are in progress.



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- Students present with their parents at social and school fund raising occasions are the responsibility of their parents.
- Prior approval for possession and consumption of alcohol must be given by the Principal. This must occur in relation to each individual occasion and must be in writing.
- Parents should be advised in advance when alcohol will be offered at the above social and school fund raising functions.
- Where alcohol is to be sold, requirements under the Queensland *Liquor Act 1992* and the Queensland *Liquor Regulation 2002* are to be observed.
- The Principal is ultimately responsible for the conduct of such functions. The Principal shall ensure that staff are instructed about their responsibilities on such occasions.

4. Policy Principles – Community Use of School Facilities

Community users and hirers of school facilities for other than school functions/activities and community education programs, are not permitted to bring alcohol onto, or to consume alcohol on, school premises.

POLICY RELEASE DETAILS

Date of Policy	Sept 2011
Reviewed by	RGGS Executive
Review Date	Biennially
Access	Public Availability – RGGS Website

RELATED POLICIES AND DOCUMENTS

RGGS Student and Parent Handbook

RGGS Staff Handbook