

# SALE, SUPPLY AND CONSUMPTION OF ALCOHOL

## GUIDELINES FOR SCHOOLS

# Developing a policy on the sale, supply and consumption of alcohol

Schools are a core part of our community and social structure and are important settings for promoting health and wellbeing through education, policies and modelling behaviour. This guidance provides information for schools to consider, when reviewing or developing a school policy on the sale, supply and consumption of alcohol.

### Why have a policy on the sale, supply and consumption of alcohol?

Under the **National Administration Guideline** (NAG) 5 (<http://www.education.govt.nz/ministry-of-education/legislation/nags/#NAG5>), boards of trustees are required to “provide a safe physical and emotional environment for students” (NAG 5a) and to “comply in full with any legislation currently in force or that may be developed to ensure the safety of students and employees” (NAG 5c).

A policy on the sale, supply and consumption of alcohol will help boards of trustees, staff, parents and students to have a clear understanding of what is acceptable in terms of the sale, supply and consumption of alcohol on school grounds, at school events and in (or not in) the presence of students.

- » If, as a board of trustees, you decide you do not want alcohol sold or supplied at your school, it is important to document that in a policy
- » If you do want alcohol sold or supplied on school premises or during school activities, your policy should explain when alcohol will be available and at what kinds of events. You must also apply for a **special license** (<http://www.legislation.govt.nz/act/public/2012/0120/latest/DLM3339490.html>) when selling or supplying alcohol or charging an entrance fee to an event where alcohol is available.

A policy will:

- » outline the school's approach to the sale, supply and consumption of alcohol
- » highlight the school's alcohol prevention and intervention strategies
- » be developed in partnership with the school's wider community to ensure that it reflects the community values, philosophies, ethos, goals and lived experiences.

Your policy will cover:

- » Education Outside the Classroom (EOTC)<sup>1</sup> events such as school picnics, camps and offsite activities
- » school events, such as galas, fundraisers and staff social events
- » school balls and leavers dinners held at licensed premises or on school grounds
- » sponsorship or discounted/free alcohol provided for school events
- » where alcohol is available
- » **serving alcohol safely** ([http://alcohol.org.nz/sites/default/files/field/file\\_attachment/AL576\\_Serving\\_Alcohol\\_SAFELY\\_at\\_Workplace\\_Events\\_April\\_2014.pdf](http://alcohol.org.nz/sites/default/files/field/file_attachment/AL576_Serving_Alcohol_SAFELY_at_Workplace_Events_April_2014.pdf)) at school events
- » gifts, prizes and raffles
- » external public bookings, such as weddings or parties, where non-school groups use the school under a **lease agreement** (<http://www.education.govt.nz/school/property/state-schools/day-to-day-management/leasing-or-hiring-to-third-parties/>)

<sup>1</sup> The *EOTC guidelines* recommend non-consumption of alcohol by parents and teachers at a school EOTC event as it impairs a person's ability to provide a high level of supervision and to respond to an emergency

## Legal Requirements

Your policy must comply with the **Sale and Supply of Alcohol Act 2012** (<http://www.legislation.govt.nz/act/public/2012/0120/latest/DLM3339333.html>).

All schools need to obtain a special licence if alcohol will be sold or supplied on a school site, at a school event and/or where an entrance fee or koha/donation for a school event is charged that covers alcohol available at the event.

A special licence must be filed at least 20 working days before an event and can take up 3-4 weeks before a decision is made by your local council's licensing committee. A special licence can be challenged by the public, police and the Medical Officer of Health and may be declined. An application **fee** (<http://www.justice.govt.nz/justice-sector-policy/key-initiatives/sale-and-supply-of-alcohol/licensing/fee-system-for-alcohol-licensing/>) will also apply.

The licence identifies:

- » whom alcohol can be sold or supplied to
- » the hours and days alcohol can be sold or supplied
- » who is allowed on the premises
- » conditions related to promotion and prizes, and
- » the range of food and non-alcoholic drinks that will be available.

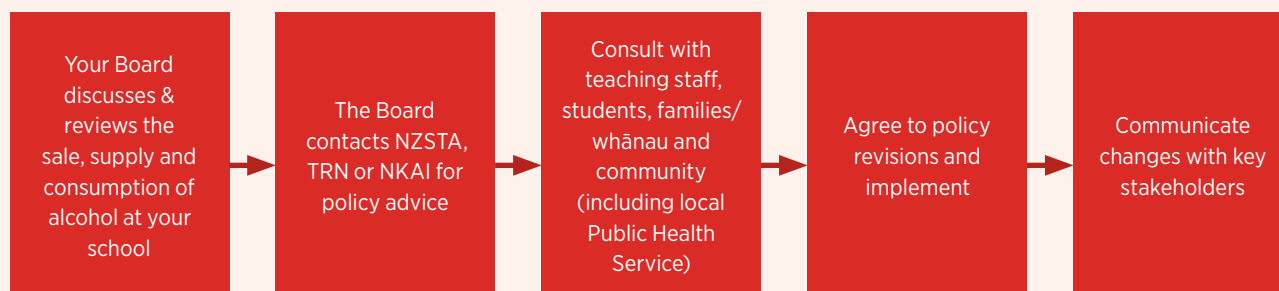
It is illegal for students under 18 years to be sold alcohol.

Under the **Gambling Act 2003** ([http://www.legislation.govt.nz/regulation/public/2005/0299/latest/DLM359440.html?search=sw\\_096be8ed8134046a\\_alcohol\\_25\\_se&p=1%20-%20DLM359440](http://www.legislation.govt.nz/regulation/public/2005/0299/latest/DLM359440.html?search=sw_096be8ed8134046a_alcohol_25_se&p=1%20-%20DLM359440)), alcohol is prohibited from being offered as a prize for gambling activities (e.g. raffle prizes).

## You may want to consider the following when developing your Policy

- » How can we comply with the Sale and Supply of Alcohol Act 2012?
- » The Sale and Supply of Alcohol Act 2012 requires a special licence to be obtained if alcohol will be sold on a school site.
- » The non-consumption of alcohol by staff, parents and caregivers while students are in their care during school events.
- » What steps will be taken if students, staff and parents are intoxicated at school events?
- » How can we ensure that students, families and staff are safe at school and at school events?
- » When does the school allow alcohol at school events? Does the school accept sponsorship from alcohol producers or providers?
- » What is the school's position on the sale, supply and consumption of alcohol by the public/community groups who are using the school site?

## Steps in developing your Policy



*The New Zealand School Trustees Association (NZSTA), Te Rūnanga Nui (TRN) and Ngā Kura ā Iwi (NKAI) provide services to affiliated schools, to enhance their governance capability.*

The following resources may also help to develop your Policy.

Click on the links highlighted in red:



## Resources to help to develop your Policy

- » **The Southern District Health Board: Setting the Standard** ([http://www.southernhb.govt.nz/files/17281\\_20160616120652-1466035612.pdf](http://www.southernhb.govt.nz/files/17281_20160616120652-1466035612.pdf)) identifies social modelling of alcohol consumption in the presence of minors, normalises alcohol use and leads to earlier initiation of alcohol consumption and heavier consumption. The **website** (<http://www.southernhb.govt.nz/index.php?page=2827>) also has useful fact sheets for schools on alcohol.
- » **The Ministry of Health: National Drug policy 2015-2020** (<http://www.health.govt.nz/system/files/documents/publications/national-drug-policy-2015-2020-aug15.pdf>) promotes a collaborative approach to reducing alcohol and other drug related harm and the role of community organisations such as schools.
- » **CAYAD (Community Action Youth and Drugs): More Than Just a Policy toolkit** (<http://www.healthaction.org.nz/index.php/what-we-do/cayad>) is for people wishing to develop or review existing alcohol and other drug policies. The toolkit consists of a guide and a practical workbook.
- » **The New Zealand Police** provide information on **Alcohol and Other Drug Guidelines** (<http://www.police.govt.nz/advice/personal-and-community-advice/school-portal/information-and-guidelines/alcohol-and-other-drug>) and the development of prevention policies/activities in schools.
- » **The Health Promotion Agency's alcohol website** (<http://alcohol.org.nz/>) has useful information including advice, research and resources to help prevent and reduce alcohol-related harm
- » **The University of Auckland: The health and wellbeing of secondary school students in 2012** (<https://www.fmhs.auckland.ac.nz/assets/fmhs/faculty/ahrg/docs/Final%20Substance%20Abuse%20Report%2016.9.14.pdf>) presents findings from 91 composite and secondary schools in New Zealand who took part in the national health and wellbeing survey.

**The Ministry of Education wishes to acknowledge and thank the following people and organisations for their contribution in the development of this guideline:**

- » Public Health Clinical Network, Alcohol Regulatory Advisory Group
- » Ministry of Health
- » Health Promotion Agency
- » Ngā Kura ā-Iwi o Aoteroa
- » Te Rūnanga Nui o Ngā Kura Kaupapa Māori o Aotearoa
- » New Zealand School Trustees Association