

Created by: Policy and Compliance Manager

Document version: 1.1

Online location: <https://myhutchinstasedu.sharepoint.com/sites/PolicyCompliance>

Next review date: 01 May 2027

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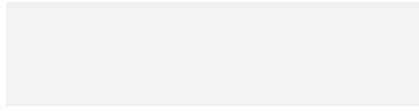


CRICOS 00478F

Page 1



ESTABLISHED 1842



Where alcohol is supplied at a workplace function (whether held on-site or externally), it should be served and consumed responsibly.

decision as to whether to permit the service of alcohol shall take into account issues related to the duty of care

- ensure that the Principal (or another senior staff member) is informed if they have reasonable grounds to suspect that a staff member or student is involved in drug or alcohol-related behaviour.

Senior staff are expected to keep records of all drug or alcohol-related incidents and to provide them to HR, as required under the [Records Management Policy](#).

Implementation of this policy

This policy is implemented through a combination of:

- staff training;
- student education (via ongoing age-appropriate alcohol education programs, integrated into classroom learning);
- the development of a drug and alcohol-safe culture, by promoting student awareness of drug and alcohol abuse;
- effective incident notification procedures; and
- the initiation of corrective actions where required.

6. Supporting/related documents

[Code of Conduct](#)

[Practice and Behaviour Standards](#)

[Enrolment and Exclusion Policy](#)

[Safeguarding Children Reporting Policy](#)

[Medication Administration Policy](#)

[Safeguarding Children and Young People Policy](#)

[Performance Management Policy](#)

7. Record keeping

This policy is to be kept for three (3) years until review except where legislative or organisational change demands otherwise.

The master copy is kept in [SharePoint Online](#) in read-only PDF form. All printed copies are uncontrolled.

8. Policy owner

Principal

9. Version Control

| Version Number | Author | Purpose/Change | Date |
|----------------|-----------------------------|---|------------|
| 1.0 | Policy & Compliance Manager | Combined Alcohol Policy (staff), Alcohol Policy (students) and Service of Alcohol Policy into a single document. Minor textual changes and revisions made for clarity. | 1/3/2021 |
| 1.1 | Policy & Compliance Manager | Minor textual review. Renamed policy to 'Drug and Alcohol Policy' (rather than 'Consumption and Service of Alcohol Policy'). Added information regarding tobacco and vapes. Replaced 'Headmaster' with 'Principal'. | 01/05/2024 |