Alcohol Policy

Culford School

V1.0
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1. Introduction

Culford School enjoys many events such as prefect dinners, house formals, CCF dinners, sports presentations, balls and school reunions in addition to commercial events where alcohol may be served. These may be attended by staff, pupils, parents, Old Culfordians, visitors and commercial customers.

Culford understands its responsibilities under the Licensing Act 2023 and this policy aims to be transparent in how alcohol is managed.

2. The Law and Alcohol Licensing

The Licensing Act 2003 makes it a criminal offence to sell or supply alcohol to any person under the age of 18 years. It is also an offence for a person under 18 to buy or attempt to buy alcohol. There is one narrow exception to this; children aged 16 and 17 are permitted to consume, but not buy beer, wine or cider with a table meal if they are in the company of adults. A table meal is defined as a substantial meal which is eaten, seated, with cutlery. Drinks are not permitted to be removed from the table at the end of the meal.

Culford currently holds a Premises Licence that allows the School to sell alcohol on its premises. It must also have a Designated Premises Supervisor (DPS) who holds a personal licence and whose role it is to supervise the sale of alcohol at licensed premises. License holders have a duty of care to ensure the safety of individuals who consume alcohol and must comply with the conditions set out in the licence and the mandatory code for the sale of alcohol.

Personal licence holders are required to have the relevant licensing qualification to ensure they are aware of the licensing law and the wider social responsibilities involved in the sale of alcohol. Under the licence, the DPS need not be on site at all times but they are expected to be involved enough with the school to be able to act as its representative. They must also be contactable at all times. If the police or local government have any questions or concerns about the school, they will expect to be able to reach the DPS.

The Personal Licence Holder and Designated Premises Supervisor for Culford School is Lucy Collier.
The School and Lucy would have legal liability in the event of a breach of The Licensing Act 2003.

This means that Lucy must be included at the planning stage where alcohol is being served at events.

3. Pupils and alcohol

It is strictly forbidden for pupils to bring alcohol onto the School site at any time. No pupil may consume alcohol unless they are attending a school event, have permission and are legally allowed to consume alcohol under the terms of the Licensing Act 2023.

Pubs are out of bounds to all boarders and ordering alcohol through delivery services is also forbidden.

Pupils are not allowed to consume any alcohol before a school event. Any pupil arriving at a School events under the influence of alcohol will be banned from the event, their parents will be contacted and the Head informed. The senior staff member at the event will have the school breathalyser and will use professional judgement to breathalyse a student who is exhibiting signs of alcohol consumption. The breathalyser will be of police grade and tested regularly for accuracy.

Any staff with concerns about a pupil or boarder and alcohol consumption should raise their concerns with the DSL or a Deputy DSL.

3.1 Sanctions for Students

The following rules apply to alcohol at Culford:

If any student is found to have brought alcohol on site, they may be suspended after a formal investigation by a member of SLT.

If a student consumes alcohol outside of a school planned event, or returns to school after consuming alcohol, they may expect to receive a significant sanction such as a Deputy Head's Detention, a loss of Sixth Form privilege or a suspension.

Serious instances of alcohol supply or consumption may lead to a student being asked to leave the school.

3.2 Sixth Form

Students in the Sixth Form will be allowed to consume alcohol under the following conditions:

1. During a substantial sit down meal with cutlery to remain within legal framework.
2. Under the supervision of members of Common Room and a senior member of staff.
3. Alcohol will be limited to three standard units of alcohol across the whole evening and will be effectively monitored.
4. Allocation and monitoring of alcohol will involve a named list of pupils, with each drink being signed off by a member of staff when accepted.
5. Alcoholic drinks will not be served at tables or bottles left on tables for students to self-serve.
6. Alcohol must be served at the meal only.

3.3 Communication and Consent for Sixth Form

At the start of the Autumn term, all L6 parents will be sent a communication outlining the alcohol policy for Sixth Form Students. Parents will sign a disclaimer allowing their children to consume alcohol within the policy framework. In addition, the policy will be referenced in induction information to parents and guardians. Each Sixth Form student whose parents have given consent allowing them to consume alcohol, will sign a disclaimer agreeing to the policy and giving permission for a breathalyser sample to be taken before school events involving alcohol.

4. School Events

At the beginning of the new academic year each school is required to update the events calendar so that the Commercial Team can order the correct amount of alcohol for each event from our approved suppliers.

In order to ensure the school is adhering to the Licensing Act, staff are required to complete an events pro forma and send to the Commercial Team at planning stage. Lucy will review the events form and liaise with the relevant organisers to confirm or discuss the alcohol provision.

The Events folder is located as a quick link on the home page of the school's intranet will be the home to the events calendars, the events form and information on Alcohol Management.

Members of Common Room organising or supervising any event where pupils are present and alcohol is planned to be served should also discuss their plans with the Head of Sixth Form.

All such events must have a residential member of SLT to act as an emergency contact and additional support in the event of a disciplinary incident.

5. Parent Association Events

Culford has the privilege of working with two parents' associations within Pre Prep and Prep School.

Pre-Prep Parent Teacher Association (PPPTA)
Culford Prep Parents Association (CuPPA)

Parent associations have the full support of the school to host a variety of events for pupils and parents. The school has designated the Commercial Team to be the parents' associations point of contact, meaning that all events will be booked through the Commercial Team.

CuPPA and PPPTA will provide the Commercial Team with an annual events calendar to enable the Commercial Team to support the parent associations with their alcohol arrangements and to ensure that clashes are avoided with other events organised throughout the school and leaves adequate time between events for set up and set downs.

CuPPA and PPPTA will provide the commercial with an events booking form so alcohol arrangement can be reviewed.

6. Commercial Events

The Commercial Team will be responsible for managing the alcohol provision requirements for commercial events, working with the commercial customers from booking stage to event day.

7. Staff and Alcohol

Staff should refer to the staff handbook, the trips policy and the financial procedures manual for details on the purchase and consumption of alcohol:

1. Staff at work
2. Staff on school trips
3. Staff at school events
4. Staff as residents
5. Purchasing alcohol as a thank you gift for staff
6. Purchasing alcohol as a work expense

8. Useful Policies and Links

The Licensing Act 2003
DfE and ACPO drug advice for schools
Drinkline

- **Culford's Trips Policy**
- **Culford Events Handbook**
- **Culford's Drugs and Smoking Policy**
- **Substance Misuse Policy**
- **Standard Operating Procedures for the sale of alcohol**