



St Paul's School
FOUNDED 1509

Alcohol Policy

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This policy is available on the Handbook page of the School Intranet and policies page of the School website and can be made available in large print or other accessible format if required; such requests can be made by email to opsdir@stpaulsschool.org.uk

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1. Introduction

As part of the School's commitment to the welfare of its pupils and in accordance with the duty of care owed to our pupils and their safeguarding, the School believes that it is important to make clear its policy on alcohol consumption by staff and pupils on and off our premises.

We are aware that alcohol consumption is an accepted practice within many sections of our society and that there is increasing pressure on young people to experiment with alcohol.

We believe that pupils at the School should learn that alcohol has its place in modern British culture and in society more broadly, when consumed in moderation and accompanied by food. Pupils will learn to adopt a sensible attitude towards alcohol through the School's PSHE programme. We aim to encourage a mature and responsible attitude in young adults towards alcohol consumption, including respecting those who choose not to drink.

In accordance with the Department of Health and Social Care's Low Alcohol Descriptor's Guidance (December 2018) the school will use the following descriptors when defining alcoholic drinks:

- **Low alcohol** – the drink must be 1.2% alcohol by volume (abv) or below
- **De-alcoholised** – this term is applied to a drink from which the alcohol has been extracted if it contains no more than 0.5% abv.
- **Alcohol free** – this should only be applied to a drink from which the alcohol has been extracted if it contains no more than 0.05% abv.

Only drinks classified as **alcohol free** or **de-alcoholised** should be served to **parents and staff** at school organised events at which pupils will be present. They **must not** be served to pupils. Any alcoholic drinks above 0.5% abv must not be served at the event.

2. Policy Statement, Principles, Aims and Scope

The educational, physical, mental, social and moral welfare of all pupils is the School's utmost priority. Therefore, we want to make our policy on alcohol, and its consumption, clear to pupils, parents and staff and a copy is available to pupils, parents and staff on the School website.

It is our purpose to:

- Comply with the criminal and licensing laws at all times;
- Help develop in each of our pupils a responsible attitude towards alcohol consumption;
- Maintain the integrity of the School community, reflect the wishes of responsible parents and provide support and confidential counselling to those who need help with alcohol;
- Provide a firm disciplinary framework for dealing with pupils or staff who break the law or the School's rules relating to alcohol;
- Increase understanding of the law as well as the implications and possible consequences of the irresponsible misuse or abuse of alcohol.

This policy applies to all pupils at all times whilst in the care of the School, whether on or off the premises.

3. PSHE

Pupils are educated in the physical and social effects of alcohol consumption through the PSHE programme and through presentations by guest speakers, in a manner that is appropriate to the pupils' level of understanding, in order to:

- Enable pupils to make healthy, informed decisions by increasing knowledge, understanding, challenging attitudes and developing communication and social skills;
- Provide accurate and appropriate information;
- Help pupils develop an understanding for those experiencing, or likely to experience, alcohol misuse.

The School's [PSHE and Citizenship programme](#) is available on the intranet.

4. The Law

The School takes account of the licensing laws of England with which the School is obliged to comply.

In particular, the School requires all of its staff (including third-party staff, parents or volunteers operating on the school site) and pupils to comply with the law regarding the legal age for the buying, selling and consumption of alcohol. Specifically, that it is illegal:

- For someone under 18 to buy alcohol, attempt to buy alcohol or to be sold alcohol or to consume alcohol in public;
- For an adult to buy or attempt to buy alcohol on behalf of someone under 18;
- For someone under 18 to drink alcohol in licensed premises, except where the child is 16 or 17 years old and accompanied by an adult. In this case it is legal for them to drink, but not buy, beer, wine or cider with a table meal;
- For an adult to buy alcohol for someone under 18 for consumption on licensed premises, except as above.

5. Responsibilities of the Licensee

The Licensee (in the absence of a Designated Premises Supervisor, this will be the Temporary Event Notice holder) will:

- Ensure that appropriate records are kept of events and incidents;
- Clarify to all staff and event organisers, in advance through training sessions, the School's policy on the serving of alcohol at School events;
- Ensure that the arrangements, during sanctioned School events/activities, for the provision and/or sale of alcohol comply with the terms of the School's licence and the School's Alcohol policy.

6. Pupil Conduct and Responsibilities around alcohol

6.1 All Pupils

The Following rules apply to all pupils at all times:

- Pupils may not consume alcohol on the School site at any time, or at any School organised event/activity off-site. This applies equally to pupils who are 18 or over.
- Alcoholic drinks may not be brought onto the School premises by pupils.
- Alcoholic drinks may not be brought into any off-site School organised event or activity by pupils.
- Pupils should not come onto the School site having consumed alcohol elsewhere (pre-loading).
- Pupils due to take part in a School activity (e.g. sports fixture, drama or musical performance, debate, Duke of Edinburgh expeditions, etc.) must not consume any alcohol at all prior to or during that activity.
- Pupils may not enter public houses whilst wearing School uniform.
- Alcohol must not be consumed by any pupil under the age of 16, under any circumstances.
- Pupils under the age of 18 should not buy alcohol under any circumstances.
- Drunkenness, or the illicit consumption of alcohol, is regarded as a serious breach of trust and a serious breach of the School's Behaviour, Rewards and Sanctions (BRS) policy. Drinking in excess is unacceptable under any circumstances.
- Any pupil in school suspected of having consumed any alcohol may be asked to take a breathalyser test. If such a pupil is known to drive to or from school they may have their vehicle keys confiscated.

6.2 All pupils over the age of 18

Pupils over 18 must not offer, serve, sell alcohol to, or purchase alcohol for, pupils under the age of 18, nor should they encourage other under-aged pupils to drink.

6.3 Boarders:

The rules stated in 6.1-6.2 above apply at all times to boarders, with the exception that, in accordance with Boarding Rules and national law, and with both parental and Duty Master permission, full boarders may be permitted to return to their boarding residence having consumed a small amount of alcohol at an off-site, non-School social event. The purpose of this exemption is to ensure boarders have equivalent freedoms to day pupils, whilst also reducing the likelihood of unsupervised alcohol consumption. Additional rules are imposed upon boarders in such circumstances to ensure any such permission is granted safely.

Boarders may not bring alcohol into the Boarding House or onto the School site at any time under any circumstances. Any incident that suggests a boarder has been drinking in the House

or on the campus, or has returned intoxicated to the House, will be referred to the Deputy Head Pastoral and will be investigated as a matter of potential serious misconduct.

The School's Behaviour, Rewards and Sanctions (BRS) Policy and the Boarding House Rules permit the searching of boarders and/or their rooms and possessions if there is due cause. The possible causes for such a search are detailed in the BRS Policy and include where there is suspicion of the possession of alcohol or other substances. The procedure that must be followed during a search is detailed in the Boarding House Rules.

Boarding House staff require express written consent from a boarder's parent or guardian before permission can be granted for any boarder to attend activities out-of-School that will see them in the care of other adults – for instance, local faith groups, sports clubs or any volunteering that is not School-arranged. For any non-School, off-site activities where a boarder wishes to consume alcohol, consent must be provided by a parent/guardian in advance for the boarder to be allowed to consume a small amount of alcohol and only then in accordance with UK drinking laws. Boarders will generally be granted permission in line with the consent obtained from parents, provided the House staff are confident that the pupil(s) concerned will behave responsibly. However, receipt of parental permission does not compel the Duty Master to authorise the boarder to consume alcohol or even to attend the event.

The Duty Master will consult with the Housemaster and grant any such permission in accordance with guidance laid out in the Supervision of Boarders Risk Assessment, and may choose to set certain conditions so that they can feel reassured about the appropriateness and safety of any off-site activity (e.g. travelling with a friend; returning at a certain time; checking in at a certain time; or requiring the boarder(s) to abstain from alcohol). If the Duty Master is concerned about a proposed excursion, they will consult the Housemaster or Deputy Head Pastoral or may at their own discretion decline the permission out of hand.

The boarder must write details of their movements in the Boardingware Virtual Exeat Book, which the Duty Master will review regularly whilst on duty.

In all cases, the Duty Master will hold the safety of the pupils involved as paramount.

Ongoing pastoral guidance and support will be offered to any boarder who has difficulties with alcohol or other substances.

6.4 *Pupils from other schools:*

Pupils from other schools who attend formal School occasions or activities, either on the School premises or off-site, or who are residing temporarily on the School site must also comply with this policy. It is the responsibility of the Event Organizer to ensure that young visitors and any visiting staff are made aware of this policy and that appropriate permissions are sought.

7. Pastoral Support

The School encourages pupils to discuss in confidence anxieties they may have about the use of alcohol with one of the school counsellors..

Help will be provided for any pupil(s) genuinely seeking it as part of the School's pastoral care provision. The tutorial system and the presence of the School Counsellor allow pupils to discuss their anxieties about alcohol or substances in confidence, if they need to do so. However, confidentiality will not be provided to any pupil who is deemed to be at risk of significant harm to themselves or others from alcohol use or misuse. A pupil coming forward with an alcohol problem will receive help, but may also be required to go on to a programme of regular testing in order to remain at the School and to receive its support.

Where a member of staff suspects, or a pupil discloses, a drinking problem, this must be reported to the Designated Safeguarding Lead (DSL). The DSL will apply the School's safeguarding procedures to ensure the pupil receives appropriate medical attention, advice and support.

8. Reporting, Testing and Sanctions

Concerns or suspicions about abuse/storage of alcohol by a pupil must be reported to the Deputy Head Pastoral immediately, who will cause an investigation by a senior member of staff (usually the pupil's Undermaster or the Housemaster). Any investigation will be conducted in accordance with the School's [Behaviour](#) and [Drugs and Other Substances](#) policies and may include a search of the pupil's clothing and personal belongings, taking possession of property for analysis and/or asking the pupil to take a breathalyser test.

Any pupil found to have breached the Pupil Behaviour Code will be liable to school sanctions, in accordance with the School's Behaviour, Rewards and Sanctions Policy. Sanctions may include a period of gating (for Boarders) or exclusion, suspension or, in the most serious cases, a requirement to leave the School or expulsion.

9. Staff Conduct and Responsibilities around Alcohol

In addition to expectations set out in the Staff Code of Conduct, and the Drugs and Substance Abuse Policy, all members of staff are required to adhere to the following responsibilities and requirements of professional conduct:

9.1 Professional Conduct

Staff must, at all times, be aware of their legal and professional responsibilities, safe working practices and their duty of care for pupils.

Staff must not, under any circumstances, consume or be under the influence of any alcohol when pupils are present, or within their care, or at any other time when carrying out their professional duties

Any substantive breach of this policy or relevant sections of the Staff Code of Conduct, would be regarded as gross misconduct under the School's Disciplinary Procedure, and would render a member of staff liable to summary dismissal after an appropriate hearing.

Staff should firmly decline any invitation to meet socially with pupils at a pub, in a restaurant or at a party where alcohol is being consumed and/or where there is no other adult supervision, even where the pupils involved are all over 18.

Staff should not meet socially with pupils except as part of an organised School function or trip. Permission for off-site School activities should always be sought and arrangements made in line with the Educational Visits Policy.

Should a staff member find themselves under the influence of alcohol at an event that is not related to school, and discover a pupil is at the same event, the staff member must take the necessary steps to minimise interaction with and/or observation by the pupil. The incident must then be recorded for transparency as a Low-Level Concern.

9.2 ***Alcohol and events***

An event where alcohol is intended to be served broadly falls into one of three categories:

- School organised on the School site
- School organised off the School site
- Off School site and not School organised

A breakdown of responsibilities for those organising each category of event is given below.

Note: steps should be taken by each Event Organiser to avoid simultaneous events occurring in which one is alcohol free whilst the other has alcohol available. This is to eliminate the possibility of parents or staff consuming alcohol at one event and then moving on to another which has been deemed alcohol free.

9.3 ***School organised events on the School site where alcohol is intended to be served***

Responsibilities for those organising such events involving the provision of alcohol:

- For the avoidance of doubt, if any pupils are attending a School organised social event (either on site or off-site) then alcohol **must not** be served at the event. This will apply equally even where all the pupils involved are over 18.
- Permission to serve alcohol at a School event on-site can only be requested for adult only events; permission will not be granted if any pupils are going to be present. If any member of staff who attends has any pupil under their care or is due to have any pupil under their care that day, they are not permitted to consume any alcohol at such an event.
- Permission to serve alcohol at adult only events must be requested in writing by the member of staff responsible for organising the event (hereafter the '**Event Organiser**'), using the event request form (see appendix 2). The event request form will require confirmation that the event will be adult only. For events on the School site, staff will be informed by the Licensee whether or not their request has been granted. For the avoidance of doubt, the Licensee will refuse any request to serve alcohol at an event where pupils will be present.
- Once permission has been received, the Event Organiser must:
 - Conduct an event risk assessment, which should include alcohol as a specified hazard and detail all associated risks and a thorough risk management plan. For on-site School events, a copy of this must be provided to the Licensee at least 48 hours before the event. The event risk assessment should name at least two members of staff who will be 'on

duty' throughout the event. The names of the staff 'on duty' must be made known to all other members of staff attending the event.

- The Event Organiser must consult with the Boarding Housemaster, DHCC (SPS) and DHP (SPJ) when compiling the risk assessment to ascertain which pupils may be in the vicinity of the event. **This should be done asap and no less than one week before the event is due to take place.**
- Notify all invitees to the event of this policy (which will be published on the School website) and inform them that the event is for adults only and that pupil attendance (including pupils over 18) is not permitted.
- Make arrangements to sensitively manage the arrival of any unauthorised pupils/U-18s.
- Ensure that the consumption of alcohol is appropriately controlled throughout the event, and that any leftover bottles of alcohol (open or not) are removed and secured at the end of the event.
- Ensure that a suitable supply of non-alcoholic beverages is made available throughout the event.
- Ensure there are a suitable number of qualified first aiders present throughout the event. The precise number of first aiders will depend on the number of attendees and should be considered as part of the event risk assessment.
- All staff responsible for serving alcohol must first receive training on how to deal with an alcohol related incident.
- Members of staff who are designated as 'on duty' at the event must abstain from alcohol on the day of the event.

9.4 ***School organised events off the School site where alcohol is intended to be served***

Responsibilities for those organising such events involving the provision of alcohol:

- For the avoidance of doubt, if any pupils are attending a School organised social event (either on site or off-site) then alcohol must not be served at the event. This will apply equally even where all the pupils involved are over 18.
- Permission to serve alcohol at a School event off-site can only be requested for adult only events; permission will not be granted if any pupils are going to be present. If any member of staff who attends has any pupil under their care or is due to have any pupil under their care that day, they are not permitted to consume any alcohol at such an event.
- Pupil attendance at a School event which takes place off-site falls under the remit of the Educational Visits policy. In line with this policy, the Educational Visits Co-ordinator (EVC) will not allow pupil attendance at a School organised off-site event where alcohol will be served.
- Permission to serve alcohol at adult only School events off-site must be requested in writing to the Director of Development & External Relations or the DSL by the member of staff responsible for organising the event (hereafter the '**Event Organiser**').
- Once permission has been received, the Event Organiser must:
 - Liaise with the venue manager to ensure that an event risk assessment is in place, which should include alcohol as a specified hazard and detail all associated risks and a thorough risk management plan.
 - Notify all invitees to the event of this policy (which will be published on the School website) and inform them that the event is for adults only and that pupil attendance (including pupils over 18) is not permitted.

- Liaise with the venue manager to ensure that the consumption of alcohol is appropriately controlled throughout the event, and that any leftover bottles of alcohol (open or not) are removed and secured at the end of the event (if appropriate, depending on the setting).
- Liaise with the venue manager to ensure that a suitable supply of non-alcoholic beverages is made available throughout the event.
- Liaise with the venue manager to ensure that there are a suitable number of qualified first aiders present throughout the event. The precise number of first aiders will depend on the number of attendees and should be considered as part of the event risk assessment.
- Identify at least two members of staff who will be 'on duty' throughout the event. The names of the staff 'on duty' must be made known to all other members of staff attending the event.
- Make arrangements to sensitively manage the arrival of any unauthorised pupils/U-18s.
- Members of staff who are designated as 'on duty' at the event must abstain from alcohol on the day of the event.

9.5 *Events off the School site at which staff and pupils will or may be present, and where the event itself is not organised by the School*

Planned pupil attendance at non-School organised events which takes place off-site falls under the remit of the Educational Visits policy. This might include school trips such as theatre trips to venues where there will be public bars serving alcohol; or it might include school-involvement in competitions or conferences that might include receptions or dinners at which alcohol will/is likely to be served.

At any such event where alcohol may be available, the Trip Leader must supply the Educational Visits Co-ordinator (EVC) with a risk assessment which clearly details the measures in place to prevent the consumption of alcohol by pupils. The following must apply:

- All members of staff at the event must abstain from alcohol on the day of the event, until the completion of the event when pupils have departed and professional responsibilities have been discharged.
- The event risk assessment should name at least two members of staff who will be 'on duty' throughout the event. The names of the staff 'on duty' must be made known to all other members of staff attending the event.
- Once permission has been received from the EVC, the Trip Leader must:
 - Notify parents of this policy (which will be published on the School website) and inform them that, though alcohol will be served at the event, it should not be consumed by any pupils attending the event (including pupils over 18).
 - Take steps to ensure pupils do not arrive at the event under the influence of alcohol (pre-loading), and that pupils do not bring their own alcohol to the event (e.g. in a hip flask, or concealed in a coat pocket).
 - Liaise with the event organiser to ensure that the availability of alcohol is appropriately controlled and, for example, bottles of wine are not left on the table for pupils to help themselves.

- Liaise with the event organiser to ensure that non-alcoholic beverages are available and offered on a separate bar whenever pupils are present.
- Liaise with the event organiser to ensure that there are a suitable number of qualified first aiders present throughout the event. The precise number of first aiders will depend on the number of attendees and should be considered as part of the event risk assessment.
- Should any member of staff be suspicious that a pupil has been consuming alcohol, or is intoxicated, or at risk of harm from alcohol consumption, they must follow the School's safeguarding procedures: in an emergency call 999 and request an ambulance; take all appropriate action to safeguard the pupil and any other pupils deemed at risk; inform the pupil's parents and the Designated Safeguarding Lead (DSL) as soon as it is safe to do so.

Should a member of staff suspect a pupil of being inebriated, it is the responsibility of this member of staff to liaise with an 'on duty' member of staff to make sure that the pupil gets home safely and that parents are notified immediately. The incident must also be reported to the Deputy Head Pastoral, and an incident report must be filled in in the Incident Reporting Log.

9.6 Overseas Trips and Exchanges

These should be managed in line with the details set out in section 9.3 (School organised events off the School site). The following applies on School trips and foreign exchanges involving an overnight stay, including where St Paul's staff are overseeing the hosting of foreign exchange pupils.

Duty extends to being prepared to respond to an emergency, including during a foreign exchange as the host or hosted member of staff, even when pupils are being hosted by families overnight. All members of staff must abstain from alcohol consumption for the duration of the trip/foreign exchange.

School regulations apply throughout all trips and visits out of School. Trip leaders must also ensure that any additional local laws that apply in the country being visited are respected at all times.

10. Staff Training

All staff responsible for organising events or off-site trips must receive training to be able to deal properly with incidents of alcohol misuse. It is imperative that all such members of staff are aware of the warning signs of alcohol misuse. Staff will be given the necessary training to recognise these signs and the procedures to follow to support this policy.

All training for those serving alcohol will be logged in the Training Log and renewed every 6 months.

All requests for staff training should be directed to the Licensee or the Director of Operations.

10.1 ***Addressing an alcohol related incident***

When dealing with pupils who appear to be under the influence of alcohol, the initial priority is the safety and welfare of the pupil. Where necessary, medical help should be sought immediately from the School nurse or a first-aider, or via 999 in an emergency. The parents of the pupil affected and the DSL (or a Deputy DSL) should be informed as soon as it is safe to do so. For residential trips, the EVC should also be informed.

If the pupil is incapacitated or vomiting the member of staff should make sure the pupil is placed in the recovery position, so that any vomit is not inhaled. Their condition must be monitored while waiting for help to arrive – in particular, it is important to check whether they remain conscious and whether they are breathing. The pupils should be isolated from the crowd in a safe, separate room with the door left open. The pupil must not be left unattended or in the care of another pupil at any time.

If the pupil appears to be intoxicated to some degree but is able to walk, the parents and a senior member of staff must be notified, and the next course of action will be decided.

If pupils are likely to be sent home from a School trip for misuse of alcohol, procedures should be made clear in advance and requisite staffing should be in place to enable emergency repatriation.

10.2 ***Responsibilities for Training***

Licensee: it is the Licensee's responsibility to present all Alcohol Training. Training sessions will be presented at 6 monthly intervals for catering staff, events staff and (where appropriate) parents' group members. Training for St Paul's and St Paul's Juniors staff will be presented upon request.

Catering Manager: it is the Catering Manager's responsibility to ensure all catering staff, permanent and agency, are made aware of the School's Alcohol Policy and to make sure they attend the appropriate training provided by the Licensee. The Licensee will keep a training log, which they will share with the Catering Manager.

St Paul's and St Paul's Juniors staff: it is the Events Coordinator's responsibility to ensure all staff serving alcohol at an event have attended appropriate training to ensure awareness of the School's Alcohol Policy and compliance throughout any event. The Licensee should be contacted in advance of the event to coordinate any required staff training. The Licensee will keep a training log, which they will share with the Events Co-ordinator.

Parents Groups and External Organisers: it is the Events Coordinator's responsibility to ensure parents' groups and external organisers have obtained a Temporary Events Notice (TEN) and attended the appropriate training to ensure awareness of the School's Alcohol Policy and compliance throughout any event. The Licensee should be contacted in advance of such events to coordinate any required staff training. The Licensee will keep a training log, which they will share with the Events Co-ordinator.

11. Parents and Visitors

The School reserves the right to eject from its campus any person who is believed to have consumed excessive amounts of alcohol.

If parents attending School premises appear to be under the influence of alcohol, they will be asked to leave and the member of staff making the request should refer the matter to the School's DSL immediately.

If a member of staff suspects that a person has driven or intends to drive whilst under the influence of alcohol, the member of staff must report the matter to the DSL or a member of the Senior Management Team, who will telephone the police. If a member of staff reasonably believes that a child is at immediate risk of harm from a parent who is under the influence of alcohol, the child will not be released into the care of the parent until appropriate measures have been taken. These may include involving another member of the family, Children's Social Care services or the police.

Parents should not serve alcohol to their sons at events (this applies equally to pupils who are over 18).

The Parents' Group and External Hires are required to obtain a Temporary Events Notice (TEN) for any event organised on the School site where alcohol is to be served. The Events Coordinator will ensure a TEN has been obtained and will supply a copy to the Licensee.

APPENDICES

Appendix 1 Exemplar Parental Consent Form



St Paul's School

PARENTAL CONSENT FORM

(updated August 2023)

NAME OF PUPIL	TUTOR	FORM
.....

1. I have read the information relating to and I should like my son to take part. I confirm that he is fit enough to participate in the activities mentioned.
2. I will notify the School of any ailment, allergic condition or diet that requires the attention of the organisers. I will ensure that if my son needs medical equipment (Ventolin, Epipen, etc.) he carries a supply of it with him and the organiser is informed.
3. I give my consent to St Paul's staff to act on my behalf with regard to any medical treatment required, and to sign on my behalf any consent forms, including permission for a general anaesthetic, required by medical authorities.
4. Rules on smoking and drinking:
 - a. I understand that smoking is not allowed at any time.
 - b. I understand that the consumption of alcohol is not allowed at any time.
 - c. I have read and understand the School Alcohol policy.
5. In the event of a gross breach of discipline on the part of my son, I understand that I shall be informed and that he may be sent home. I agree to reimburse the School for any extra expense resulting from such action.
6. My contact address and telephone number during the period of the trip is:
 - a. Home: _____
 - b. Other (please specify): _____
7. I understand that my son will be required to conform to both School rules and legal requirements for the country visited.

Signed (Parent)

Date

I (pupil) have read and understood this agreement and agree to respect and abide by its terms

Signed (Pupil)

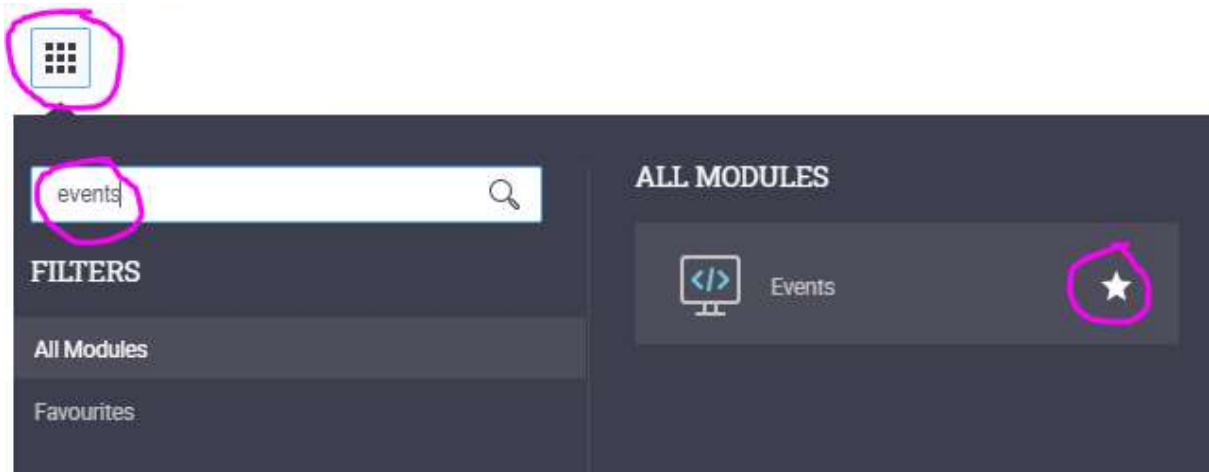
Date

Appendix 2 Event Request Form

Staff should consult a member of the Events Team for assistance with the planning of any event that takes place in School, as well as the Licensee if the event involves the supply of alcohol and guests (including parents).

Booking events on iSAMS

- You can access this by logging into iSAMS, clicking on the square (with nine dots inside) to the left of your image, and searching for the module 'My Staff Profile'.
- You can add the module to your favourites list by clicking on the star next to the 'My Staff Profile' icon.



There are four location sections: **SiteWide, Sports, St Paul's Juniors, St Pauls.**

- Click on the relevant location section.
- Select the Week.
- Select a Venue Category.

The screenshot shows the iSAMS booking interface. At the top, there is a blue header with 'Events' and a star icon. Below the header, there is a 'Main' section with a red banner that says 'Please [click here](#) to book computer rooms.' Below the banner, there are four location filters: 'SiteWide', 'Sports', 'St Paul's Juniors', and 'StPauls'. Below the filters, there are three dropdown menus: 'Select a Week', 'Select a Venue Category', and 'Select a Venue'. The 'Select a Week' dropdown shows dates from 19/04/2021 to 14/06/2021. The 'Select a Venue Category' dropdown shows options like 'Halls and Theatres', 'ICT Suite', 'Meeting Rooms', 'Other', 'Science Equipment', 'Science Labs', 'University Interviews - CN', and 'University Interviews - DJC'. The 'Select a Venue' dropdown shows options like 'Board Room', 'ER Meeting Room', 'First Floor Seminar Room', 'MFL Assistant Room 1 (F.0)', 'MFL Assistant Room 2 (F.0)', 'MFL Assistant Room 3 (F.0)', 'MFL Assistant Room 4 (F.0)', 'Montgomery Room', and 'Nash 1'. Below the dropdowns, there is a calendar grid showing dates from Mon 14/06/2021 to Sun 20/06/2021. The calendar grid has columns for each day and rows for time slots: 0700, 0730, 0800, and 0830. There are green bars in the 0800 slot for Thu 17/06/2021 and Fri 18/06/2021, and blue bars in the 0830 slot for Tue 15/06/2021 and Fri 18/06/2021.

- Choose the time slot by clicking on the relevant start time, and holding down 'shift'. Click the relevant end time. A blocked-out section will appear.

The screenshot shows the 'Events' booking interface. At the top, there's a navigation bar with 'Events' and a star icon. Below it, a 'Main' tab is active. A red banner says 'Please click here to book computer rooms.' Below the banner are tabs for 'SiteWide', 'Sports', 'St Paul's Juniors', and 'StPauls'. There are three dropdown menus: 'Select a Week' (showing dates from 11/01/2021 to 08/03/2021), 'Select a Venue Category' (showing 'Meeting Rooms' selected), and 'Select a Venue' (showing 'Montgomery Room' selected). To the right of these menus is a text box with instructions: 'Select the timeframe for the booking by selecting the start time then pressing the shift key then followed by the end time. It is extremely important to include the set-up and pack-down time when selecting your timings. Please note departments working hours when making your booking. Your booking will need to reflect a set up time which accommodates their hours or an overtime request put in. (e.g. Services - 4:30pm, IT - 5pm) For an external excursion or you just require to make a facilities request without it being linked to a location then please click on the Other from the Venue Category and Venue selection.' Below this is a calendar grid for the week of 14/06/2021 to 20/06/2021. The grid shows time slots from 0700 to 0900. There are several blocked-out sections: a dark grey one on Tuesday 15/06/2021 from 0830-0900, a green one on Thursday 17/06/2021 from 0800-0830, and a blue one on Thursday 17/06/2021 from 0900-0930. The blue section is circled in pink.

- Click on blocked-out section to book and enter details about the event.
- Add information to all sections marked **

The screenshot shows the 'Event' details form. At the top, there's a navigation bar with 'Events' and a star icon. Below it, a 'Main' tab and an 'Event' tab are visible. A red banner says 'Please click here to book computer rooms.' Below the banner is a text box: 'Once you add an event, you will be presented with more tabs for Catering, IT, Estates, Grounds, Security, Cleaning and Services.' Below this is an 'Add' button. The form has several fields: 'Event Name**' (circled in pink) with a text input field containing 'Exciting event at SPS!' and a character limit of 80; 'Event Description**' (circled in pink) with a text area containing 'Exciting event at SPS!' and a character limit of 1000; 'Event Type' with a dropdown menu set to 'Academic'; 'Event Date' with a text input field containing '17/06/2021'; 'Venue' with a dropdown menu set to 'Montgomery Room'; 'Start Time' with a dropdown menu set to '09:00'; and 'End Time' with a dropdown menu set to '09:30'.

Alcohol

- The below are required fields that you need to enter – you will not be able to book the room until you do:
 - **Will pupils be attending?**
 - **Will alcohol be served at this event?**
- If pupils are attending, you will NOT be able to order alcohol.

Who will be in attendance: <i>Please include who they are Parents, Staff, Students, External, Internal, Ops.</i>	<input type="text"/> (Maximum characters: 80)
Will pupils be attending?	Yes ▾
Will alcohol be served at this event?	No ▾
Additional Requirements <i>This box allows you to note any additional</i>	<input type="text"/>

- To confirm the booking, click ADD at the top of the screen.

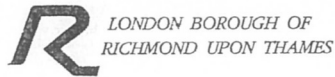
The screenshot shows the 'Events' page with a blue header. Below the header, there are tabs for 'Main' and 'Event'. A red message says 'Please click here to book computer rooms.' Below this, a message states 'Once you add an event, you will be presented with more tabs for Catering, IT, Estates, Grounds, Security, Cleaning and Services.' The 'Add' button is circled in pink. The form below has fields for 'Event Name**' (with a character limit of 80), 'Event Description**' (with a character limit of 1000), and 'Event Type' (set to 'Academic').

- Additional tabs will then appear: **Main, Event, Catering, IT, Estates, Grounds, Security, Cleaning, Services.**

The screenshot shows the 'Events' page after a successful booking. A message says 'Your booking has been successful. You will shortly receive an email confirmation.' Below this, the 'Event ID: 158780' is displayed. The 'Add' button is circled in pink. Below the 'Add' button, there are buttons for 'Save', 'Delete', 'Copy Event To Other Dates', 'Copy Event To Another Venue', and 'Download PDF of Entire Event'. The form below has fields for 'Event Name**' (with a character limit of 80), 'Event Description**' (with a character limit of 1000), and 'Event Type' (set to 'Academic').

- Add additional information in the relevant tabs. Click on ADD each time to save.

Appendix 3 Copy of licence



CERTIFIED TO BE A TRUE COPY OF THE ORIGINAL

**LICENSING ACT 2003
PREMISES SUMMARY LICENCE**

1 MAY 2016

awful?
DWF
5 St Paul's Square
Old Hall Street
Liverpool L3 9AE

Premises licence number

PL023679

Premises details

Postal address of premises, or if none, ordnance survey map reference or description St Pauls School Lonsdale Road Barnes SW13 9JT Telephone Number: 020 8746 5360
--

Where the licence is time limited the dates: N/A

Licensable activities authorised by the licence: Plays Films Indoor sporting events Live Music Recorded Music Performance of Dance Activity like music/dance Late Night Refreshment Supply of Alcohol

The times the licence authorises the carrying out of licensable activities <i>Plays, Films, Indoor sporting events, Live Music, Recorded Music, Performance of Dance, Activity like music/dance:</i> Monday to Sunday - 09:00 to 23:00 <i>Late Night Refreshment:</i> Monday to Sunday - 23:00 to 23:30 <i>Supply of Alcohol:</i> Monday to Sunday - 11:00 to 23:00
--

The opening hours of the premises: Monday to Sunday – 07:00 to 23:30
--


Where the licence authorises supplies of alcohol whether these are on and / or off supplies: On and off the premises

Name, (registered) address of holder of premises licence:	
St Pauls School Lonsdale Road Barnes SW13 9JT	

Registered number of holder, for example company number, charity number (where applicable): 6141973
--

Name of designated premises supervisor where the premises licence authorises for the supply of alcohol: Ms Karenne Maree Mills

State whether access to the premises by children is restricted or prohibited
Children are restricted in accordance with the Licensing Act 2003.

Signed  Dated 26.04.2016

Licensing Authority
2nd floor, Civic Centre, 44 York Street, Twickenham TW1 3BZ
020 8831 6455
licensing@richmond.gov.uk

Appendix 4 Training log

The Training log is held by the Licensee.



St Paul's School and St Paul's Juniors

RECORD SIGNATURE SHEET

TRAINING SESSION: _____

TRAINER: _____

DATE: _____

NAME	SIGNATURE

TRAINER SIGNATURE: _____

Appendix 5 *Incident log*

The incident log is held by the Licensee.

Appendix 6 *Training presentation*

A copy of the training presentation is accessible via the Staff Handbook pages of the Intranet or [here](#).