



## **Name of Policy: Student Events with Alcohol**

**RESPONSIBLE COMMITTEE:** Domestic and Establishment Committee

**RESPONSIBLE OFFICERS:** Principal Bursar

**LINKED DOCUMENTS: College:** Room Booking Policy

**LINKED DOCUMENTS: Other:** n/a

**Annual Review date:** First meeting of Hilary Term

### **PURPOSE OF POLICY**

St John's College encourages its community members to maintain an environment that is safe and healthy. All College members are expected to comply with licensing laws and with all College rules governing the serving of alcohol.

The procurement of alcohol by anyone under 18 years of age, and the provision of alcohol to anyone under 18 years of age, are violations of the law and of St John's policy.

The policy aims to encourage a responsible approach to alcohol consumptions and to minimise the effects of high-risk drinking behaviours, such as binge drinking and the rapid or competitive consumption of alcohol.

### **Health Concerns**

Getting drunk can affect physical and mental health:

- Accidents and falls are common because being drunk affects your balance and co-ordination. For example, alcohol is the single biggest cause of accidents at home.
- In extreme cases, you could die. Overdosing on alcohol can stop you breathing or stop your heart, or you could choke on your vomit.
- Binge drinking can affect your mood and your memory and in the longer term can lead to serious mental health problems.
- There are also health effects from long-term (chronic) alcoholism. Long-term use of alcohol affects virtually every organ system in the body.

### **Responsible Social Events with alcohol**

St John's College is committed to supporting an educational and residential community that is intellectually, culturally, and socially enriching for college members including students, staff and Fellows. A healthy and satisfying social life is an important aspect of the college community and plays a vital role in developing the bonds of friendship and collegiality.

We expect people to make responsible choices, particularly if they decide to consume alcohol. College members must recognise the consequences of their



personal decisions as well as the impact those decision can have on themselves, others, and the wider College community. They are accountable for their actions and are expected to uphold the standards of respect and decency that govern our community.

### **Information on St John's College Licensed Premises**

As required by the Licensing Act 2003, St John's College holds a Premises Licence which permits a number of activities to occur on the College premises including the Sale of Alcohol - where alcohol is provided for consideration (something of value to which a party is not already entitled) and with a view to profit; "regulated entertainment" (and the entertainment will only be regulated entertainment if it is either provided to members of the public or a section of the public or, if it is a private function, when the entertainment is provided for consideration and with a view to profit); and "late night refreshment" which is defined as the provision of hot food or hot drink between the hours of 11 pm and 5 am for consumption on or off the premises either to members of the public or from premises to which the public has access.

St John's College Premises Licence is issued by Oxford City Council and applies to the site of St John's College and by way of a separate licence, 20, 21 St Giles, the Bar at 21 St Giles and Kendrew Quad; in compliance with the law a certified copy is available for inspection on request from the Domestic Bursar.

As required by the law, St John's has appointed a Designated Premises Supervisor (DPS) whose responsibility it is to ensure that the sale of alcohol is conducted in full compliance with the law and who is the single point of accountability should there be any issues in the College. The Domestic Bursar is the current DPS.

A number of the College Staff are Personal Licence Holders who have been appropriately trained in both the law and the effects of alcohol and whose duty it is to supply alcohol in a lawful and responsible manner. Every sale of alcohol under the premises licence must be made or authorised by a person who holds a Personal Licence.

Under the Premises Licence, St John's has a duty to take steps to prevent drunkenness and disorderly conduct on the premises. It is also an offence to sell alcohol in the licensed areas outside the scheduled hours on the Premises Licence.

It should be noted that neither the Pavilion at the Sports Ground, or the Boat house are covered by the premises licence and the college must apply for a Temporary Event Notice (TEN) in order to carry out any licenced activity. Consumption of alcohol in a social capacity - where it is not sale by retail or involving any other licenced activity - is permitted in these venues, subject to Decanal approval and Alcohol Managers being present for any event.



**Main points of the Licensing Act are detailed below:**

1. It is an offence to carry out any licensable activities without the appropriate licence, or to knowingly allow it to happen
2. It is a criminal offence for anyone to sell alcohol to a person under the age of 18. There are no exceptions to this.
3. It is also an offence for anyone under the age of 18 to purchase or attempt to purchase alcohol, or for someone over the age of 18 to purchase or attempt to purchase alcohol on behalf of someone under the age of 18.
4. It is an offence to fail to leave licensed premises when asked to do so by an authorised person.
5. Every sale of alcohol in the College must be made or authorised by a personal licence holder. This means that anyone who is not a personal licence holder who is selling alcohol must have been given permission to do so by a personal licence holder.
6. It is an offence to knowingly allow disorderly conduct in a licenced premises.

**Policies and procedures governing student social events in the College that include alcohol provided as part of the event**

1. For the purpose of this policy, 'social events in College' means any student led function held in the College where alcohol is served.
2. All social events in College must be approved by the Senior Dean or Junior Deans through the Decanal process.
3. Alcohol is generally permitted only at social events that are limited to members of the St John's community and their escorted guests. In certain limited circumstances alcohol also may be permitted at day or evening events that are open to the public following approval by the Senior Dean.
4. The event booking submission should include the name(s) of those who are acting as Student Alcohol Manager(s) at the event before it is submitted to the Senior Dean/Junior Deans for approval. The Student Alcohol Manager(s) must be trained in responsible alcohol service and authorised by the Designated Premises Supervisor (DPS) or a Licensee (Personal Licence Holder in the College). There are no exceptions to this. The process to be trained and authorised is set out below:
  - a) The St John's student should request to attend a session in responsible alcohol service. Students are able to sign-up to one of the sessions that are organised on a termly basis by the DPS or a Licensee. Their suitability to attend the training session must be confirmed by the Senior Dean prior to the training. (Training will not be provided to non-St John's students.)
  - b) Assuming that the Senior Dean confirms the student can attend the session, training is carried out by the DPS or Licensee. The training will include:
    - a. The Licensing Act 2003



- b. Conduct of Licensed Premises
  - c. Protection of Children
  - d. Nature of alcohol and how it Affects the Body
  - e. Smoking, Drugs and Being a Responsible Retailer.
- c) The student must pass a short test at the end of the training session. Training notes will be provided as an aide memoir.
- d) The Authorisation to Serve Alcohol form is then completed and signed by the authorised person and the trainer.
- e) Authorisation to serve alcohol at a social event is granted for a maximum of 12 months from the date of training, or the end of the student's course if sooner.
- f) The authorisation form is finally approved by the DPS and a copy forwarded to the authorised person for their records. A list of trained and authorised students will be maintained by the DPS and provided to the Licensees in the College and the Lodge. The authorisation to serve alcohol at a social event may be revoked at any time by the Senior Dean or DPS.
5. A Licensee must be responsible for all social events where alcohol is served. This will ordinarily be the college Bar Manager.
6. The amount of alcohol purchased for an event must be scaled for the reasonably anticipated number of attendees.
7. Ample water (free of charge), non-alcoholic beverages that encourage people to drink non-alcoholic drinks should be available.
8. An 'Alcohol Manager' who has been trained in responsible alcohol service should be present. The Student Alcohol Manager(s) are responsible for overseeing the alcohol component of the event which includes everything from age verification and the service of alcohol. The Student Alcohol Manager(s) may also be the event organiser for events. The organisers may choose instead to request the services of a Licensee in the College to provide a bartending service; subject to availability and a charge will apply.
9. Changes to the names of Student Alcohol Manager(s) should be limited unless in exceptional circumstances after the event has been approved by the Senior Dean or Junior Deans. Any changes must be reported to the Junior Deans.
10. There must be one Student Alcohol Manager per event
11. Student Alcohol Managers must not be intoxicated and must not consume alcohol during service.
12. Attendees are not permitted to bring their own alcohol beverages to a social event.
13. Alcohol companies, services, or distributors may not provide support (i.e. monetary, gifts in kind, products) for social events in College.
14. A Lodge Porter will check in at least once throughout the course of the event.
15. If the Lodge Porter has concerns that the event is not being managed well, then they will speak with the organiser(s) about the concerns, require that the organiser(s) resolve the concerns, and check the event again after a short



time. If the concerns are not properly addressed, then the Lodge Porter will escalate to the Junior Deans, who will together take appropriate action.

16. Alcohol service must end 10 minutes prior to the scheduled conclusion of the event. For larger events, the Junior Deans will normally remind event organisers when this time is approaching.
17. Advertising Printed and electronic posters for social events may not contain photos, logos or the price of alcoholic beverages.

### **Bop events in College**

In addition to the policies and procedures set out above, the following policies and procedures also apply to student Bop events with alcohol.

1. Alcohol must be provided and served by the college for the Bop
2. Approval for all such events, subject to room availability, is required from the Junior Deans.
3. The event must be organised, planned and managed by the JCR/MCR with support from the colleges operational departments and the Junior Deans.
4. To comply with fire safety regulations, the event must have an agreed capacity which must not be exceeded.
5. Ticketing must follow all applicable guidelines including consideration of GDPR and age verification as well as operating within the guidelines set out in this policy.
6. An Age Verification Policy must be in place for the event.
  - a. Acceptable identification for age verification of St John's students or their escorted guests is a valid Government ID.
  - b. A system must be in place to identify those who are under 18 and those who are non-St John's students e.g. a wristband system.
  - c. Guests must present a valid ID and be signed in by their host at the door.
7. The amount of alcohol must be scaled for the reasonably anticipated number of attendees of legal drinking age.
8. The kinds of mixed drinks to be served must be approved in advance by both the Licensee for the event.
9. All beverage servers on duty in any of the bars must be either a Personal Licence Holder or member of trained college staff.
10. Servers must not be intoxicated and must not consume alcohol during service.

Ample water (free of charge), interesting non-alcoholic beverages that encourage people to drink non-alcoholic drinks must be visible and accessible for the duration of the event.

Alcohol service must end 30 minutes prior to the scheduled conclusion of the event.



Any incidents concerning suspected underage drinking, drunkenness, disorderly conduct, violence including potential violence or drugs are to be reported immediately to the Licensee for the event or in his or her absence directly to the Junior-Deans and/or Head Porter/lodge Porters and/or Contract Security Staff. For events where guests are not permitted, there should be an identification process to confirm SJC affiliation. This may be with Bod card proof of ID.

### **Social events where alcohol is sold retail**

Any event where alcohol is sold retail (e.g. has a bar) must be provided and served by the college and charged to the event.

#### ***Guidance for hosting gatherings with alcohol:***

1. Students who are 18 years of age or older are able to possess, store, and consume alcohol in their assigned room.
2. Students who wish to host a gathering in their room with alcohol must be at least 18 years of age. The host(s) must be the resident(s) of the room in which the party will be held.
3. The amount of alcohol purchased must be reasonably scaled for the anticipated number of attendees of legal drinking age.
4. Ample water, non-alcoholic beverages should be provided for the duration of any gathering at which alcohol will be available. Provision of food should be considered.
5. Attendees of events should be mindful of noise and the behaviour of themselves and their guests out of courtesy for their neighbours.
6. Any incidents should be reported to the Lodge who are first aid trained and can signpost people to the appropriate support, where required.

## **POLICY HISTORY**

<b><i>Date of GB approval</i></b>	<b><i>Brief summary of changes</i></b>	<b><i>Confirmation that linked documents have updated if necessary</i></b>	<b><i>College policy register updated</i></b>
November 2021	Generation of Policy	Confirmed	Neil Tindall
February 2024	Policy review	Confirmed	Neil Tindall