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PROCEDURE ANNEXURES	PDIIIE021: Safety Guidelines Procedures, Protocols and Annexures Annexure A: Alcohol Use Request form • Annexure B: Alcohol Sale Request Form	

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GLOSSARY AND ROLES

Respondent	The person suspected of misconduct against whom a formal disciplinary charge has been laid.
Appeal	A formal request with reasons to reconsider the outcome of the disciplinary hearing including the penalty, or a penalty where the right to a disciplinary hearing was waived. Grounds for appeal can include claims of procedural error, new evidence, the severity of the penalty or the overall merit of the case.
Balance of probabilities	The standard of proof which would find that the version of an event as presented by one party is more likely to be true, based on the preponderance of evidence, than the version presented by the other party. (See reasonable suspicion later for the standard of proof for an initial investigation.)
Brands	The IIE's brands are IIE Varsity College, IIE Vega, IIE Rosebank College and IIE MSA. IIEHSM is not a brand but fully owned by and a School of The IIE.
Brand Managing Director	Approves exceptions to the general prohibition on the possession, consumption, or transportation of alcohol on The IIE campuses of their brand. ¹
Campus	A site of learning – physical or virtual. Any institutional building, grounds, or any other place, including a virtual space, where the institution ordinarily conducts its business, or does so for a specific event or period.
Campus Head	Head of the campus (physical or virtual). The Campus Head is normally the Disciplinary Officer.
Charge	An official statement accusing the student/Respondent of the alleged misconduct.
Complainant	The person who lays the complaint/brings the charges or makes the allegation against the Respondent.
Complaint	An allegation made by a person against another person (normally a student). The complaint may be an allegation of misconduct or an allegation of conduct that requires the intervention of a third party.
Conciliation	This is an alternate dispute resolution method in which the third party referred to as a Conciliator is appointed to settle the dispute by persuading the parties to reach an agreement. The result of this process is a settlement agreement, not necessarily a consensus.
Conciliator	The person responsible for the conciliation process.
Constitution	Constitution of the Republic of South Africa, 1996

¹ See Procedures and Guidelines for Approving Alcohol Use request in the PDIIIE021: Safety Guidelines, Protocols, Procedures and Annexures

Delegate	A person delegated by a Campus Head to conduct a search and “designated person” shall have the same meaning.
Disciplinary Committee	The duly constituted committee that hears and decides on all cases of alleged misconduct.
Disciplinary Committee Chair	The person appointed by the Disciplinary Officer to chair the Disciplinary Committee.
Disciplinary Committee Members	The two staff members or Lecturers and two students (see below) to make up the Committee with the Chair.
Disciplinary hearing/hearing	A formal process in which the Disciplinary Committee hears and decides on all cases of alleged misconduct.
Disciplinary Officer	The person on a campus or in a division formally responsible for student complaints and discipline and the management and implementation of this Policy. This is normally, but not always, the Campus Head or equivalent.
Dispute	A disagreement.
Expulsion/Expelled/Exclusion	Permanent ejection/barring of the student from The IIE and its premises.
Extremism	Beliefs held that are either significantly left or right of mainstream social beliefs and that when expressed are disrespectful, damaging to diversity and not inclusive. Extremism may result in radicalism and radicalisation.
IIE Assist – Student Hub	Centralised IIE Assist - Student Hub for all students' queries and complaints across Tertiary. Logged on brands' public-facing websites and managed via a Case Management System. The IIE Assist - Student Hub is also commonly referred to as the Student Hub or Hub.
Lecturer	A person performing contracted duties on or for the campus concerned, but not employed by The Independent Institute of Education or a sessional lecturer.
Investigating Officer (IO)	The person(s), which may also be an external person or entity, designated by the Campus Head/Disciplinary Officer to conduct and/or provide support in the investigation of a complaint or allegation and to make the recommendation on how to proceed and to act further as required in terms of this Policy or as requested by the Campus Head/Disciplinary Officer.
Learning environment	This refers to any space (physical or digital) where the campus carries out its educational activities and associated curricular, co-curricular and extracurricular activities.

Mediation	An alternate dispute resolution method where the third person acts as a go-between to help students who have a dispute arguing to solve their problem themselves. The Mediator does not make the decision for the students, the students decide what their dispute is about and how they want it settled. The Mediator's task is to manage the process so that the students can reach an agreement or consensus.
Mediator	Any person, including a skilled external person, who does not have a conflict of interest in the matter, who has been requested to assist with mediating a dispute or complaint.
Minor	Means a person under the age of 18 years.
Misconduct	Wrongful, improper, or unlawful behaviour committed intentionally or at least without regard for the reasonably accepted consequences of one's acts.
Penalty/Sanction	The punishment decided and imposed in terms of this Policy.
Prohibition	Prohibition from entering the Institution precinct means that a student must not enter the specified area of the Institution for the period the prohibition applies and subject to any conditions imposed. A prohibition penalty is only imposed where it is considered necessary to protect any person or the Institution's property.
Prosecutor	The person who leads the case against the Respondent to the Disciplinary Committee.
Radicalism/ Radicalisation	Extreme views (see above) that result in the desire and advocacy for rapid social change in which the means, violent or non-violent, are justified by the belief itself. Generally, radicalisation is the process of recruitment and indoctrination and training others for carrying out the perceived necessary actions to achieve great and extreme social or political change.
Reasonable suspicion	This standard of proof applies to an investigation prior to making the decision to proceed with a disciplinary hearing. Reasonable suspicion means that a reasonable conclusion has been reached that an event may have occurred, which, taken together with rational inferences, would suggest that a formal disciplinary hearing should be instituted.
Representative	The person (another student, a staff member, or a Lecturer of The IIE) who supports, advises, and represents either the Respondent or the Complainant at their request throughout any process outlined in this Policy.

Respondent	Person or group against whom a complaint is laid or an allegation is made (until a formal decision is taken to charge a student with misconduct, this is the term to be used).
South African Police Services (SAPS)	The policing service of South Africa
Staff	A person in the employ of The IIE normally, but not necessarily, employed on the campus concerned.
Statement	A statement is a formal description of events supported by an explanation or interpretation of the meaning or impact of the events that can be made verbally or in writing.
Student	Any person currently registered for a full qualification or short learning programme or other course of study at The IIE.
Student Wellness Manager/Navigator, (SWM/)	Person charged with student wellness on a campus.
The IIE	The Independent Institute of Education (Pty) Ltd.
the Code	Student Conduct and Discipline Policy (IIE015).
Weapon	Any object that is used intentionally and unlawfully to inflict harm or damage.
Witness	A person who has direct knowledge of the events and who gives testimony of the facts to the Investigating Officer and/or the Disciplinary Committee.

1 INTRODUCTION

(1) The purpose of this document is to:

- a) Outline the procedures and guidelines for The IIE's Safe Learning Environment.
 - i. Procedures and guidelines for conducting search and seizure
 - ii. Protocol/process for substance screening/testing.

(2) These procedures are based on IIE 021 and related policies.

(3) Any conduct that undermines the safety and well-being of a person, or the safeguarding of the premises, platforms, or processes of The IIE, will be handled in such a manner as to restore safety. The IIE will co-operate with others in society charged with the maintenance of the above, including but not limited to, the South African Police Services (SAPS).

(4) All personal information collected should be handled in accordance with the Constitution and the Protection of Personal Information Act, 2013 (POPIA). In particular, the processing of personal information should be consistent with POPIA's conditions for lawful processing of personal information. These include purpose specification, processing limitation, ensuring quality of information, accountability, limitations on further processing, correction of information, and retention of records.

(5) Should any investigation reveal apparent or suspected criminal conduct, The IIE may report the matter to the South African Police Services (SAPS).

A SAFE LEARNING ENVIRONMENT: PROCEDURES AND GUIDELINES

A1 SIGNS AND SYMPTOMS OF POSSIBLE SUBSTANCE ABUSE

The following signs and symptoms might point to possible substance abuse:

1. Physical indicators

- a) Changes in level of activity - periods of lethargy (common with cannabis/marijuana, alcohol, sedatives, cocaine and heroin) or periods of hyperactivity (common with cannabis/marijuana, stimulants and alcohol).
- b) Drastic increase or decrease in appetite.
- c) Unexplained increase or decrease in weight.
- d) Lack of coordination, staggering or slow movements, dropping of objects, clumsiness and falling.
- e) Altered speech patterns: slurred or garbled speech, expressionless speech, abnormally fast speech, forgetting of thoughts and ideas, incomplete sentences and incoherent conversations.
- f) Unusual shortness of breath, persistent cough, strange odour to breath and clothes (often with cannabis/marijuana and inhalants).
- g) Red-rimmed, bloodshot or watery eyes, drooping eyelids.
- h) Little sores around the mouth and unexplained chapped or cracked lips (inherent users).
- i) Yellow or brown stains on hands.
- j) Continuously runny nose and constant fidgeting with nose.
- k) Unexplained bleeding of nose.
- l) Increased susceptibility to infections and colds.
- m) Changes in sleeping habits: staying up all night but sleepy all day, or restless sleep.
- n) Changes in physical appearance: drastic changes in style of clothes, less concerned about appearance, which may become sloppy.
- o) Severe agitation, lack of concentration.
- p) Unexplained shaking, tremors, nausea, vomiting and sweats or chills (may be an early withdrawal symptom).
- q) Distortion of perception of time.
- r) Reaction time slower; sluggish.
- s) Needle marks made by intravenous injection of drugs. If a student has such marks, he or she may start wearing long-sleeved shirts even in hot weather.
- t) Unexplained and ongoing headaches.
- u) Drowsiness, especially during the day.
- v) Unusually dreamy, absent demeanour.
- w) Unusually or constantly dry mouth or exaggerated or constant thirst.
- x) Dilated pupils

2. Behavioural indicators

- a) Sudden aggressive and violent behaviour, unexplained outbursts of anger.
- b) Unexplained restlessness.
- c) Destructive behaviour, e.g., punching walls, swearing, fighting.
- d) Unexplained irritability.
- e) Lack of motivation - sudden loss of interest in hobbies or sports previously enjoyed.
- f) Ongoing episodes of unexplained giggling.
- g) Sudden apathy towards life in general.
- h) Absenteeism

3. Emotional indicators

- a) Sudden unexplained and ongoing nervousness.
- b) Low self-esteem.
- c) Decreased sense of responsibility.
- d) Sudden feelings of depression, despondency, and hopelessness.
- e) Severe mood alterations, or mood swings, from euphoria to sudden anxiety and depression, and sudden hypersensitivity.
- f) Alterations in thought patterns, strange and bizarre thinking, hallucinations, paranoid delusions, abnormal suspiciousness, depressed thoughts, suicidal thoughts.

4. Social indicators

- a) Sudden withdrawal from family and friends.
- b) Sudden secretiveness, deviousness, vagueness, lies and deceit.
- c) Sudden change in friends, with the new friends usually older and/ or suspected of using drugs, and a reluctance to introduce friends to family.
- d) Drop in academic performance, overall lack of motivation with regard to studies.
- e) Resentment towards all authority and disregard of all rules (at college, home, etc.).
- f) Disappearing for periods of time without being able to account for that time, e.g., coming home late at night or missing classes.
- g) Unusual interest in money.
- h) Lost clothes or equipment, or money that cannot be accounted for.

A2 PROCEDURES AND GUIDELINES FOR SEARCH AND SEIZURE (e.g. Drugs and weapons)

1. How to conduct a search

- a) If the students' clothes and/ or bags are to be searched, the search must be conducted in an empty and clean space, such as the Campus Head's office, and each student must have their own bag(s) with him or her.
- b) If lockers are to be searched, the Campus Head or their delegate must ensure that every student stands next to their locker.
- c) Where possible, a witness must be identified for each student to be searched.
- d) While the student is awaiting their turn to be searched, the witness must observe the behaviour of the student.
- e) The witness must also identify what other property (for example, a locker) belongs to the institution and is available for the student to use. If there is such an item of campus property, the witness must find out its identification (for example, a locker number).
- f) The student and the witness must be allowed into the Campus Head's office (out of sight of other students), or another suitable private place and the student must be requested to reveal any illegal drug or dangerous object in their possession.
- g) If the student does not at this point voluntarily hand over any illegal drug or dangerous object in their possession, he or she must be requested to empty their pockets (jacket/ trousers) and bag(s).
- h) While the student's arms are stretched out, the person conducting the search, which must be a person of the same gender as the student being searched, must do a superficial body search - that is, he or she must frisk the student. Under no circumstances may a student's private parts be touched.
- i) As a last resort, the student must be requested to strip down to their underwear, and then the clothes handed over must be searched for suspicious objects.
- j) If, at this point, it is suspected that the student has swallowed a suspicious object, it is advisable for the matter to be handed over directly to the SAPS.

2. How to handle a special request by a student to leave the area

- a) An urgent need to use the bathroom should, under all normal circumstances, be the only acceptable reason for requesting to leave the area.
- b) Bring this request to the attention of the person in charge of the search by knocking on the closed door of the room in which the search is taking place or by phoning the person in charge.
- c) Attempt to accommodate the student by arranging for that specific student to be the next one to be searched.
- d) If it is not feasible to search that student next, the student must, as a last resort, be allowed to go to the bathroom, but the witness must accompany him or her and must have the student in their sight the whole time.

- e) If the person in charge of the search leaves the room in which a student is being searched in order to deal with the special request of another student, the witness with the student inside the room must be cautioned to observe any suspicious conduct by the student, who is not allowed to walk around but must remain in one place. The witness must note down any suspicious conduct on the part of the student.

3. Management of possible interruption during the search

- a) The search may not be disrupted by telephone calls to the student, the witness or the person conducting the search, or in any other way. However, phone calls in connection with paragraph 6 (How to deal with a student who is unwilling to be searched) below are allowed.

4. Time of search

- a) When the possession of a dangerous object is suspected, it is best to conduct the search early in the morning.
- b) The search must be done in a structured manner and evidence must be noted down.
- c) It is advisable not to disrupt classes or assessments, especially where it is feasible to plan ahead for example, where information has been received that students will bring dangerous objects to campus the next morning.
- d) Ensure that the search and seizure are done effectively, timeously and at a reasonable time, so as not to allow the students the opportunity to use the dangerous objects.

5. Delegation in case the Campus Head/Disciplinary Officer are not available

- a) Two persons, one female and one male, must be delegated to perform the search and seizure function in case the Campus Head/Disciplinary Officer are not available. The names of these persons must be reflected in a logbook and must be known at all times so that there will be certainty about whose responsibility it is to act in the absence of the Campus Head/Disciplinary Officer. The following is an example of the delegation, which must be in writing:

"I, , Campus Head/Disciplinary Officer of (NAME OF BRAND AND SITE), hereby authorise X (FEMALE EDUCATOR'S NAME) and Y (MALE EDUCATOR'S NAME) to be responsible for search and seizure in my absence. I hereby delegate to X and Y the same authority that I as Campus Head/Disciplinary Officer have, and he or she may give instructions about a search, and conduct a search, on my behalf."

- b) The delegated persons must have insight into the process of search and seizure. No formal training is needed; reading these guidelines is sufficient. If the delegated person is uncertain about any part of the search procedure, he or she must, before conducting the search, again read the guidelines attentively to ensure that he or she knows exactly how to conduct the search. A copy of these guidelines must be available at the office of the Campus Head/ Disciplinary Officer at all times.
- c) If the Campus Head/Disciplinary Officer will be away for a long period, for example on study, vacation or sick leave, a formal acting appointment can be made in their place, and the person so appointed will have the same authority as the Campus Head/Disciplinary Officer.
- d) If the Campus Head/Disciplinary Officer will be absent only temporarily, he or she/ they must, before leaving, identify the person delegated (who may be appointed as a delegate on a permanent basis) so that everybody knows who the Campus Head/Disciplinary Officer delegate is as far as searches are concerned.
- e) If the Campus Head/Disciplinary Officer did not identify a delegate before he or she/ they left, he or she or they may do so and may instruct such delegated person, by phone. Such delegations made, and instructions given by phone must be written down by the delegate in a logbook at the campus.
- f) A search and seizure operation should not be cancelled or postponed because the Campus Head/Disciplinary Officer is not available.

6. How to deal with a student who is unwilling to be searched

- a) If reasonably practicable, the parent/ guardian or account payer should be telephoned, or a message should be sent to the parent/ guardian in some other way to inform the parent that the student is unwilling to cooperate in a lawful search and seizure procedure, and that the student will be handed over to the SAPS.
- b) If the parent indicates that he or she is willing to participate by instructing the student to cooperate, where the outcome is linked to an internal disciplinary process, the parent may be given a reasonable opportunity to come to the campus and instruct the student to cooperate. A parent may also give such instruction to the student and to the Campus Head over the phone. As is the case during the rest of the search and seizure process, a witness must be with the student while such a phone conversation takes place. It is vitally important that the Campus Head communicates with the parent/ guardian and that the Campus Head explains the basis for the search and seizure according to reasonable suspicion and evidence obtained.
- c) If either the student or the parent refuses to cooperate, the matter, and the student, must be handed over to the SAPS, so that they may conduct a search in terms of the Criminal Procedure Act². The outcome of such a search is linked to a Criminal Court Process with possible criminal prosecution. The student may be removed from the campus and suspended in terms of the IIE 015 Policy for the refusal to cooperate with the lawful search and seizure process.

² Act No. 51 of 1977

7. How to deal with an emergency

- a) The emergency might be that a situation arises for which the procedure has not yet been instituted, or that, while the procedure is being instituted, a student takes out a dangerous object and starts wounding other people or damaging campus property. The emergency might even be that a student, with or without a dangerous object in their possession, starts making serious threats against another person or other persons.
- b) Calm the situation down. Get everyone out of reach or sight of such a student.
- c) Negotiate with the student, taking into account the following issues:
 - i. Do not take action that could worsen the situation even further.
 - ii. Try to persuade him or her to hand over any dangerous object.
 - iii. Assure him or her that their parent/ guardian has been called to resolve the situation or that he or she may phone whomever he or she wants (there might be other people than the parent whom he or she trusts).
 - iv. Calm him or her down and plead with him or her to talk about the matter.
 - v. Try to persuade him or her not to endanger any person or property and, if there are hostages, try to negotiate a position in which the problems can be discussed without endangering the lives of such persons.
 - vi. Assess the situation and, if it deteriorates even slightly or if the student does not agree to calm down, call the SAPS immediately.
- d) Always negotiate from a safe position.

8. Notice to parents/guardians/ account payers and disciplinary proceedings in relation to the search and seizure.

- a) The Campus Head or their delegate must, within one working day after searching the student, inform the parent/ guardian about the search that was conducted.
- b) The Campus Head or their delegate must inform the parent/ guardian and the student about the result of the search.
- c) The Campus Head or their delegate may initiate disciplinary proceedings against the student in whose possession a dangerous object has been found. Criminal charges may be laid against the student.
- d) Where the student refused to be searched, the Campus Head or their delegate must inform the SAPS, who would take the relevant steps in terms of the Criminal Procedure Act, 1977.

A3 PROTOCOL/ PROCEDURE FOR SUBSTANCE SCREENING/TESTING

1. Practical steps to drug testing

- a) The Campus Head or their delegate must remove the drug testing device from its sealed packaging in the presence of the student and the adult witness of the same gender as the student.
- b) The Campus Head or their delegate must order the student to provide a sample of urine.
- c) The Campus Head or their delegate must apply the method prescribed on the testing device to test the urine sample for illegal drugs.

2. Confirmation of test results

- a) If the result of a test conducted at the campus is disputed, a secondary test by means of gas chromatography coupled with mass spectrometry (GC/MS) must be done to confirm the result.
- b) This sophisticated test should be done with the assistance of the Department of Health.

3. Notices to parents/ guardians/ account payers and disciplinary proceedings

- a) The Campus Head or their delegate must, within one working day after testing, inform the parent/ guardian about the test that was conducted.
- b) The Campus Head or their delegate must inform the parent/ guardian and the student about the result of the test.
- c) If the student has tested positive for illegal drugs, a discussion must be held with the parent/ guardian so that he or she may understand the consequences of the use of illegal drugs. The Campus Head may refer the student to a rehabilitation institution for drug counselling.
- d) The Campus Head or their delegate may initiate disciplinary proceedings against the student who has tested positive for illegal drugs. Criminal charges may be laid against the student.
- e) Where the student refused to be tested for drugs, the Campus Head or their delegate must inform the SAPS, who would take the relevant steps in terms of the Criminal Procedure Act, 1977.

A4 RECORDING OF INFORMATION AND DISPOSAL OF DANGEROUS OBJECTS, ILLEGAL DRUGS AND URINE SAMPLES

- (1) Any dangerous object or illegal drug that has been seized or urine sample that has been tested must be clearly and correctly labelled with full particulars, including:
 - a) The name of the student in whose possession it was found or whose sample was taken;
 - b) The time and date of search and seizure or sample taken;
 - c) An incident reference number;
 - d) The name of the person who searched or tested the student;
 - e) The name of the witness; and
 - f) Any other details that may be necessary to identify the item and the incident.
- (2) All the details must be recorded in the campus record book.
- (3) After the dangerous object has been seized, the Campus Head or their delegate may hand the object to the SAPS or the parent/ guardian.
- (4) If the object that has been seized is illegal, the Campus Head or their delegate is obliged to hand it to the SAPS. Where SAPS does not have the capacity or is not amenable to open a case against a student or to collect the illegal material e.g. are not interested in collecting or receiving small quantities of dagga/cannabis under the decriminalised limit, the Campus Head may dispose of these provided in case where the student has a disciplinary case the disciplinary proceedings has been dealt with and concluded including the right to appeal an outcome.
- (5) The Campus Head or their delegate must take the object concerned to the nearest police station if the SAPS cannot collect it.
- (6) The police officer who receives the object must issue a receipt to that effect.

A5 PROCEDURES AND GUIDELINES FOR APPROVING ALCOHOL USE REQUESTS

- (1) The IIE 021 Safety Policy permits the use of alcoholic beverages on campus at certain events under the following conditions:
 - a) It is indicated that alcohol is incidental to the programme or event presented.
 - b) Laws related to alcohol use are supported and adhered to.
 - c) Over-indulgence is prevented.
 - d) Individuals and organisations act to reasonably protect the interests of The IIE.
 - e) The financial liability of The IIE is reduced.
- (2) Decisions to approve or deny alcohol use on Institute premises are reached after an examination of specific event characteristics.
- (3) Requests are not approved when either a single characteristic or a combination of characteristics may create possible adverse circumstances for The IIE.
- (4) In some cases, special requirements may be imposed on an event to create an acceptable situation.
- (5) The following planning characteristics are evaluated whenever a request is made to serve alcoholic beverages on our campuses.
 - a) **Person-in-Charge**
 - i. The person applying (Person-in-Charge) for an *Alcohol Use Request* must be an IIE employee or the request must be co-signed by an Institute employee who then becomes the Person-in-Charge.
 - ii. The Person-in-Charge must also be at least 18 years of age and have recognised authority or responsibility for the group (e.g., Social Co-ordinator, student authorised by the group through the registered student organisation process). This person shall be responsible for compliance with The IIE policies and applicable South African legislation. Violation of campus rules may result in cancellation of the event or future events and/or appropriate Institute disciplinary action against the Person-in-Charge or group and/or civil penalties for which there is no established maximum.
 - iii. The Person-in-Charge will be present at the event at all times.
 - b) **Type of Event**
 - i. The sponsor shall state the purpose of the event and describe a programme or activity that is consistent with the stated purpose. The issuance of an *Alcohol Use Request* will be largely dependent on the purpose and programme of the proposed event.
 - ii. An *Alcohol Use Request* to serve wine or beer with dinner for an awards banquet would normally be approved (assuming other characteristics of the event do not disclose potential problems).

- iii. An *Alcohol Use Request* to serve beer/similar beverage for six hours at an event that has no other apparent programme or activity defined would be denied.

c) Composition of Group

- i. Persons under 18 years of age may not be furnished, served, or given alcoholic beverages. In order to provide for compliance, sponsors will be asked to describe their group (including guests) as part of the application process.
- ii. Groups that are composed entirely of persons over 18, such as graduate student associations, faculty and staff groups, or a combination of these groups, will generally receive approval (provided that other characteristics of the event do not disclose potential problems).
- iii. Groups that include a majority of persons under 18 will be reviewed individually, but generally will not be approved.

d) Evidence of Planning

- i. A minimum of 10 working days is required to process an *Alcohol Use Request* when alcohol is to be served but not sold. The individual placing the request must also produce evidence that sufficient planning has occurred to avoid potential problems associated with the event and the use or abuse of alcohol.
- ii. A minimum of 14 working days is required to process an *Alcohol Use Request* when alcohol is to be sold.

e) Hours of Event

- i. *Alcohol Use Requests* will normally be approved only if the event at which alcohol is to be served falls within the following time periods:
 - After 16:00 on weekdays when classes are in session.
 - For less than four hours - the service and consumption of alcohol may be limited to a four-hour period for events scheduled for more than four hours.
 - For more than four hours - if the event includes a sit-down meal and dance or other activity.

f) Type, Amount and Method of Alcohol Service

- i. *Alcohol Use Requests* are usually approved for the service of beer and wine, which, as refreshments, are incidental to the main programme. Non-alcoholic beverages and food must also be provided during the entire period alcohol is served. The type of beverage, event, service, and time must be coordinated to discourage the excessive use of alcohol, prevent over-indulgence, and meet legal requirements.

g) Legal Age Verification

- i. Acceptable identification consists of a valid passport, valid driver's license or an identity document (ID).

- ii. The burden of proof for showing legal age is placed upon the person desiring alcohol service.
- iii. No service will be provided unless clear evidence of legal age is presented.

h) Alternative Locations

- i. If an off-campus location for an event is preferred, the Person-in-Charge must still comply with an application for an *Alcohol Use Request* as set out above.

ANNEXURES FOR SAFE LEARNING ENVIRONMENT

Annexure A: Event: Alcohol Use Notification Form (Event – external or internal or campus)

DATE: _____
BRAND: _____
SITE: _____

Please Note

- A minimum of 14 working days is required to process an *Alcohol Use Request* when alcohol is to be sold.
- A minimum of 10 working days is required to process an *Alcohol Use Request* when alcohol is to be served but not sold.
- The campus needs to apply for and acquire an appropriate liquor licence prior to sending an Alcohol Use Request Form when alcohol is to be sold. The campus should attach the liquor licence when sending the Alcohol Use Request form when alcohol is to be sold.

Event Details

Name of event: _____

Event purpose: _____

Is alcohol going to be sold or served (mark with an X) _____
at the event: Sold Served

Will food be served (mark with an X): Yes No

Date of event: _____

Start time: _____

End time: _____

Person applying (Person-in-Charge)

Name: _____

Position: _____

I am aware that as the Person-in-Charge of this event, I am responsible for compliance with Institute policies and applicable South African legislation. Violation of campus rules may result in cancellation of the event or future events and/ or appropriate Institute disciplinary action against the Person-in-Charge or group and/ or civil penalties for which there is no established maximum. I will be available at the event at all times.

Signature: _____

*I, _____ Campus Head of

(name of brand and site), hereby authorise the*

*use of alcohol at the abovementioned event and authorise
responsible for this event.*

Signature: _____ Date: _____

Annexure B: Alcohol Sale Request Form

DATE: _____
BRAND: _____
SITE: _____

Please Note

- A minimum of 14 working days is required to process an *Alcohol Sale Request*.
- The Campus needs to apply for and acquire an appropriate liquor licence prior to sending an Alcohol Use Request. The Campus should attach the liquor licence when sending the Alcohol Use Request.

Event Details

Name of event: _____

Event purpose: _____

Is alcohol going to be sold or served (marked with an X): Sold Served

Will food be served (mark with an X): Yes No

Date of event: _____

Start time: _____

End time: _____

Person applying (Person-in-Charge)

Name: _____

Position: _____

I am aware that as the Person-in-Charge of this event, I am responsible for compliance with Institute policies and applicable South African legislation. Violation of campus rules may result in cancellation of the event or future events and/ or appropriate Institute disciplinary action against the Person-in-Charge or group and/ or civil penalties for which there is no established maximum. I will be available at the event at all times.

Signature: _____

I, _____ Campus Head of _____ (name of brand and site), hereby authorise the use of alcohol at the abovementioned event and authorise _____ (name of Person-in-Charge) to be responsible for this event.

Signature: _____ Date: _____