

## Tobacco, Drug and Alcohol Free Environment Policy

<b>Published</b>	<b>June 2018</b>
<b>Review Date</b>	<b>December 2019</b>
<b>Sources</b>	<p>Education and Care Services National Regulations, October 2017</p> <p>Guide to the Education and Care Services National Law and the Education and Care Services National Regulations, October 2017</p> <p>Guide to the National Quality Standard, February 2018</p> <p>The Cancer Council of Australia, (retrieved 7/2/11)</p> <p>Work Health and Safety ACT 2011</p> <p>Interim Standards for In Home Care, Funding Agreement Requirements, Department of Education, Employment and Workplace Relations, February 2008</p>

### Aim:

To ensure the health and safety of children and families utilising the Family Day Care Service and In Home Care Scheme is maintained by providing an environment that is free from the use of tobacco, drugs and alcohol.

### Explanation:

Passive smoking is a serious health issue. Cigarette smoke remains on your skin (especially hands and face) and clothing after you have had a smoke, and the trace of this smoke exposes children to second hand cigarette smoke. Second hand smoke can cause serious illness, including the onset and/or irritation of asthma and middle ear infections in young children. Smoking near the Educators residence or venue means that smoke can permeate the residence or venue through the windows and doors.

### Responsibilities:

#### In relation to Co-Ordination Unit Staff:

- Be aware of their obligations under the current Education and Care Services National Regulations and the relevant National Quality Standard in relation to providing tobacco, drug and alcohol free environments
- Be aware of their obligations under the Interim Standards for In Home Care Funding Agreement Requirements 2008 in relation to providing tobacco, drug and alcohol free environments
- Ensure that children being educated and cared for by the service are provided with an environment that is free from the use of tobacco, drugs and alcohol
- Provide information to Educators and families about the dangers of smoking, and strategies that can be implemented in the home or venue to protect children from the risks associated with passive smoking
- The nominated supervisor of an education and care service must not, while educating and caring for children for the service:
  - Consume alcohol
  - Be affected by drugs or alcohol (including prescription medication) so as to impair their capacity to provide care and education to the children
- Educators, staff and volunteers must not consume alcohol or be affected by alcohol or drugs (including prescription medications) that may impair their capacity to provide education and care to children. This does not mean that educators, staff or volunteers who require prescription medication must be excluded, but rather that consideration be given as to whether that medication affects the person's capacity to provide education and care to children

- Ensure that Educators are aware of their responsibility not to consume or be under the influence of alcohol, or any unlawful substance while providing care for children
- Ensure families, visitors and volunteers to the service are made aware of and abide by this policy
- Not smoke during visits to an Educators residence or venue
- Wash their hands and face thoroughly and clean their teeth after having a cigarette, and before entering an Educators residence or venue
- Wear a shirt over normal clothes when smoking to reduce the amount of smoke that remains on the clothes that the children come into contact with
- To ensure all Family Day Care Environments are Tobacco, Drug and Alcohol free through monitoring during routine and unannounced visits
- Ensure that the Educators and their families' Tobacco, Drugs and Alcohol are stored out of sight and are inaccessible to all children in care

**In relation to Educators:**

- Abide by their obligations under the current Education and Care Services National Regulations and the National Quality Standard in relation to providing tobacco, drug and alcohol free environments
- Ensure that children being educated and cared for as part of a Family Day Care Service are provided with an environment that is free from the use of tobacco, drugs and alcohol
- Not commence work under the influence of alcohol or drugs
- While providing education and care for children as part of a Family Day Care Service an Educator must not:
  - Consume alcohol
  - Be affected by drugs or alcohol (including prescription medication) so as to impair their capacity to provide education and care to the children
- Ensure that any tobacco, drugs (including prescription medication) and alcohol in the residence or venue are inaccessible to children while they are being educated and cared for
- Ensure that theirs and their families' tobacco, drugs and alcohol are stored out of sight and are inaccessible to all the children in care
- Advise Co-ordination Unit Staff if any medication has been prescribed that may affect their work performance
- Ensure families, visitors and volunteers to the service are made aware of and abide by this policy
- Not smoke or permit others to smoke in their residences or venue when they have Family Day Care children in their care
- Prevent children from witnessing and possibly modelling the behaviours of people that smoke
- Ensure that the Family Day Care Residence has a designated smoking area, that is out of sight from the children and far enough away from the residence that smoke does not permeate the house
- Ensure that In-Venue Educators seek advice from the School as to their policy on "Smoking" and where their designated smoking area is located
- The designated smoking area for each residence and venue (if applicable) will be indicated on the Risk Assessment Summary in the Educators Diary
- Wash their hands and face thoroughly and clean their teeth after having a cigarette, and before entering their residence or venue, or another Educators residence or venue
- Wear a shirt over normal clothes when smoking to reduce the amount of smoke that remains on the clothes that the children come into contact with

- Provide a smoke free environment in their cars for Family Day Care children
- Ensure that all excursions are to smoke free environments
- Where tobacco is smoked in the Family Day Care Residence when children are not in care, Educators need to consider issues such as hygiene, ventilation and the safe storage of smoking paraphernalia such as ashtrays, cigarettes, cigarette lighters and matches
- Whilst every effort is made to discourage a parent/guardian who is under the influence of drugs/alcohol from collecting their child and driving while affected by drugs and alcohol, they ultimately have the right to collect their child. Police and or Community Services may be contacted if there are concerns for the health and safety of the child

#### **In relation to Families:**

- Not smoke in the Educators residence or venue
- Not be under the influence of alcohol or drugs when entering an Educators residence or venue

#### **In Home Care:**

##### **In relation to Educators:**

- Abide by their obligations under the Interim Standards for In Home Care Funding Agreement Requirements 2008 (Standard 12.5, 12.6) in relation to providing tobacco, drug and alcohol free environments
- In addition to the information in the preceding policy and, In-Home Care Educators will also adhere to the following points which refer directly to the In-Home Care Standards
- The Educator must not be adversely affected by, nor consume alcohol or drugs (except those required for legitimate medical reason), during the hours children are in care, or for a reasonable period prior to the hours that the children are in care
- An Educators ability to care for children should not be impaired by dependency on any medication or substance
- A smoke free environment must be provided for children during the hours children are in care

#### **Continual Monitoring and Improvement:**

Continual improvement and monitoring will occur in the following ways:

- Incidental and planned consultation with families
- Co-ordination Unit Staff accessing current relevant information
- Co-ordination Unit Staff and Educators accessing current and relevant training
- Internal evaluation of incidences and the improvement of systems

#### **Policy Review**

<b>Date Revised</b>	<b>Comments</b>
March 2012	Changed name of policy from "Smoke Free Environment Policy" to "Tobacco, Drugs and Alcohol Free Environment Policy" to bring in line with new Regulations, added relevant regulations and quality standards in relation to the new Education and Care Services National Regulations and National Quality Standard
September 2012	Added information about having designated smoking areas for residences and venues
January 2013	Added information for In Home Care
December 2013	Scheduled Policy Review – No changes made
June 2015	Scheduled Policy Review – No changes made
July 2015	Added extra points about monitoring and ensuring tobacco, drugs and alcohol of the Educators family is kept out of sight and inaccessible
June 2018	Update sources