

## Tobacco, Drug and Alcohol Free Environment Policy

<b>Published</b>	<b>May 2021</b>
<b>Review Date</b>	<b>October 2022</b>
<b>Sources</b>	Education and Care Services National Regulations, October 2017 Guide to the Education and Care Services National Law and the Education and Care Services National Regulations, October 2017 Guide to the National Quality Standard, February 2018 The Cancer Council of Australia, (retrieved 7/2/11) Work Health and Safety ACT 2011

**Aim:**

To ensure the health and safety of children and families utilising the Out of School Hours Care Service 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 secondhand cigarette smoke. Secondhand smoke can cause serious illness, including the onset and/or irritation of asthma and middle ear infections in young children. Smoking near the Out of School Hours Care venue means that smoke can permeate the venue through the windows and doors.

**Responsibilities:**

**In relation to the Approved Provider & Co-Ordination Unit Staff:**

- Be aware of 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 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 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

- Wash their hands and face thoroughly and clean their teeth after having a cigarette, and before entering an Out of School Hours Care 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 Out of School Hours Care Environments are Tobacco, Drug and Alcohol free through monitoring

**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 the Out of School Hours 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 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 venue is inaccessible to children while they are being educated and cared for
- 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 the venue when they have Out of School Hours Care children in their care
- Prevent children from witnessing and possibly modelling the behaviours of people that smoke
- Ensure that anyone that is smoking near the venue is at least 15 metres away from the building, doors and windows, and out of sight of the children
- Wash their hands and face thoroughly and clean their teeth after having a cigarette, and before entering the Out of School Hours Care 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
- Ensure that all excursions are to smoke free environments
- 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 Out of School Hours Care venue
- Not be under the influence of alcohol or drugs when entering an Out of School Hours Care venue

**Continual Monitoring and Improvement:**

Continual improvement and monitoring will occur in the following ways:

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

**Policy Review**

Date Revised	Comments
December 2016	Scheduled Policy Review – No changes made
November 2018	Scheduled Policy Review – No changes made
May 2020	Scheduled Policy Review -