

# Tobacco, Drug & Alcohol Free Environment

## Policy Statement

This policy acts to ensure that:

- To ensure the health and safety of children and families utilising our Services is maintained by providing an environment that is free from the use of tobacco, drugs and alcohol

## Explanation

All workplaces have a regulatory and legislative duty of care to provide a safe, healthy and smoke, drug and alcohol free environment. Children, Educators and families will not be exposed to the harmful effects of second-hand smoke, drugs or alcohol while on the Education and Care Service premises.

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 service means that smoke can permeate the venue through the windows and doors.

## Goals

- The service has adopted a smoke (including E-Cigarettes and Vapes), a drug and alcohol free environment policy to protect all persons who access the service from the effects of environmental smoke, drugs and alcohol
- The Education and Care Service does not permit the smoking of any substance in any area of the premises

## Strategies

The philosophy of the Education and Care Service will guide Educator interactions and practices by providing a vision, a purpose and meaningful direction regarding goals for children and families

## Roles and Responsibilities

### Approved Provider & Coordinators/Nominated Supervisors

- 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
- Take precautions to promote the health and wellbeing of children being cared for at the Education and Care Service by protecting them from exposure to tobacco smoke, drugs and alcohol

**Policy Created**  
February 2016

**Policy Last Updated**  
January 2023

**Policy Review Date**  
October 2024

- Ensure that all areas of the Education and Care Service including the building, outdoor areas and carpark are designated as smoke (including E-Cigarettes and Vapes), drug and alcohol free zones
- 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
- Ensure that Educators receive an induction to the Education and Care Service where they are informed of the Tobacco, Drug and Alcohol Free Environment Policy
- Inform Educators who choose to smoke (this includes the use of E-Cigarettes and Vapes) while employed at the Education and Care Service that they are only able to leave the premises during designated breaks
- Educators who leave the premises to smoke (this includes the use of E-Cigarettes and Vapes) during their break, must sign out of the service, and must not smoke within view of the Services premises
- 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
- Wash their hands and face thoroughly and clean their teeth after having a cigarette, E-Cigarette or vape and before entering the Education and Care Service
- Encourage Educators and families to dispose of cigarette butts appropriately to ensure the safety of all children
- 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
- Ensure all education and care environments are tobacco, drug and alcohol free through regular monitoring

- Make information available about the effects of smoking (this includes the use of E-Cigarettes and Vapes), drinking and using drugs to all Educators

## **Educators**

- Ensure that children being educated and cared for as part of the 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
- Are not to bring tobacco (this includes E-Cigarettes and Vapes), drugs (including prescription medication) and alcohol on to the Services premises at any time, this includes in handbags or in lockers
- If Staff are required to have prescription medication for medical emergencies on site at the Service, the Approved Provider must be notified in advance and the medication locked away out of reach of children.
- Advise Coordinators 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 (this includes the use of E-Cigarettes and Vapes) or permit others to smoke in the service when they have children in their care
- Prevent children from witnessing and possibly modelling the behaviours of people that smoke (this includes the use of E-Cigarettes and Vapes)
- Ensure that anyone that is smoking (this includes the use of E-Cigarettes and Vapes) near the service is at least 15 metres away from the building, doors and windows, and out of sight of the children
- Only leave the premises during allocated breaks and sign out of the service when leaving the premises
- Wash their hands and face thoroughly and clean their teeth after having a cigarette, E-Cigarette or vape and before entering the Service
- Wear a shirt over normal clothes when smoking (this includes the use of E-Cigarettes and Vapes) to reduce the amount of smoke that remains on the clothes that the children come into contact with
- Dispose of any cigarette butts appropriately
- 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

## Family Day Care

- Information will be provided to Family Day Educators about the dangers of smoking, this includes the use of E-Cigarettes and Vapes and strategies that can be implemented in the home or venue to protect children from the risk associated with passive smoking
- 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 home or venue
- The designated smoking area, including the use of E-Cigarettes and Vapes for each residence or venue (if applicable) will be recorded on the Risk Assessment Summary in the Educators Diary
- Where tobacco, E-Cigarettes and Vapes are 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, E-Cigarettes, vapes and matches

## Families

- Are not to bring tobacco (this includes E-Cigarettes and Vapes), drugs (including prescription medication) and alcohol on to the Services premises at any time, with the exception of medication specified in a child's Risk Minimisation and Communication Plan, other medication that is being handed to staff and recorded on a Medical Record or medication that is prescribed to the parent for medical emergencies
- Not smoke (this includes the use of E-Cigarettes and Vapes) in the Service
- If smoking (this includes the use of E-Cigarettes and Vapes) near the service be at least 15 metres away from the building, doors and windows, and out of sight of the children
- Dispose of any cigarette butts appropriately
- Not be under the influence of alcohol or drugs when entering an Education and Care Service

### LINKS TO

- **Education & Care Services National Law**  
Section 167
- **Education & Care Services National Regulations**  
82, 83, 84, 168, 169, 170
- **National Quality Standards/Elements:**  
2.1, 2.2, 3.1.2, 4.2
- **Child Safe Standards**  
1, 2, 3, 4, 5, 6, 7, 8, 9, 10

## Continual Monitoring and Improvement

Continual improvement and monitoring will occur in the following ways:

- Incidental and planned consultation with families
- Approved Provider and Coordinators accessing current relevant information
- Approved Provider, Coordinators and Educators accessing current and relevant training
- Internal evaluation of incidences and the improvement of systems

### SOURCES

- Education and Care Services National Regulations - December 2021
- Education and care Services National Law - January 2022
- 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 - January 2020
- Implementing the Child Safe Standards: A Guide for Early Education and Outside School Hours Care Services, NSW Department of Education, 2021
- A Guide to the Child Safe Standards, NSW Office of the Children's Guardian, 2020
- ACECQA – FDC Approved Provider compliance responsibilities – October 2017
- Be You
- My Time Our Place: Framework for School Age Care in Australia
- ECA Code of Ethics
- United Nations Convention on the Rights of the Child
- The Cancer Council of Australia
- Work Health and Safety Act 2011

### LINKS TO OTHER POLICIES

- Child Protection
- Child-Safe Environment
- Dangerous Products
- Enrolment & Orientation
- Regular Outings & Excursions
- Staff Code of Conduct