

Tobacco Drug and Alcohol Free Environment Policy

Purpose

Exposure to tobacco smoke, drugs or alcohol may pose major health risks for both staff and children. Children's exposure to tobacco, drugs or alcohol can have long term lasting effects physically, socially and mentally. Educators, staff and volunteers must act in a responsible manner and in no way promote or encourage the negative use of tobacco, drugs or alcohol.

Considerations

Education and Care Services National Regulations	National Quality Standard/s	Other Service policies/documentation	Other
Regulations: 82 & 83	Quality Area 2 Children's Health and Safety	Code of Conduct	Education and Care Services National Law Act 2010 s167

Procedures

- Staff are not to smoke, in cars, inside the premises or where a child can see them, at any time while children are in care
- Storage of cigarettes and lighters to be out of sight and reach of children at all times.
- The Office, the premises surrounding the Office and the Office car park are smoke free zones.
- Students, volunteers and visitors to the service will not be permitted to smoke on the premises and will adhere to the Smoke Free Environment Policy.
- It is illegal to provide smoking or tobacco products to persons under the age of 18.
- Parents, family members or relatives of children enrolled will not be permitted to smoke on the Child Care Providers premises and will adhere to the Smoke Free Environment Policy.
- Families are to be made aware of this policy upon enrolment.
- Staff will be encouraged and supported to stop smoking.
- The responsibility for enforcing this policy rests with supervisor and staff/Child Care Providers. All are obliged under the Occupational Health and Safety Legislation to protect the health of their fellow staff/Child Care Providers, and visitor, while in the Scheme.
- Child Care Providers are not permitted to smoke while representing the service on Excursions and outings.
- Educators, staff and volunteers must be of 0.00 blood alcohol content during all work hours.
- Educators, staff and volunteers must not consume or be affected by drugs (including prescription medication) that may impair their capacity to provide education and care to children at Peak Sports and Learning

Staff who violate this policy are in serious breach of their employment conditions and a disciplinary procedure resulting in termination of employment may be commenced.

Version Control Table

Version Control	Date Released	Next Review	Approved by	Amendment
1	Jan 2014	March 2018	Directors	Amendments to procedures as needed annually.
2	March 2018	August 2019	Directors	Version Control table introduced. Rewritten and edited to reflect 2018 updated Quality Standards.
3	March 2020	October 2020	Directors	Reviewed with no amendments. Moved to new document review timeline.