



## **Smoke, Drug and Alcohol Free Environment Policy**

### **Introduction:**

All workplaces have a regulatory and legislative duty of care to provide a safe, healthy, smoke, drug and alcohol free environment. Children, educators and families will not be exposed to the harmful effects of second hand smoke or persons under the influence of drugs and/or alcohol while on education and care service premises.

### **Aim:**

Toukley Preschool has adopted a smoke, drug and alcohol free environment policy to protect all persons who access the service from the effects of environmental tobacco smoke and drug and alcohol influences. Toukley Preschool does not permit the smoking of any substance, in any area of the premises at any time, the taking of drugs and/or the consumption of alcohol.

### **Implementation:**

The Approved Provider will:

- Ensure that Toukley Preschool is free from the use of tobacco, drugs and alcohol for the children being cared for and educated.
- Take precautions to promote the health and well-being of children being cared for at the centre by protecting them from exposure to tobacco smoke and the effects of drugs and/or alcohol.
- Designate all areas of the education and care service including the building, outdoor areas and the car park as smoke, drug and alcohol free zones.

The Nominated Supervisor will:

- Seek to protect children from passive smoking and drug and alcohol environments during excursions.
- Ensure that educators receive an induction to the centre where they are informed of the *Smoke, Drug and Alcohol Free Environment Policy*.
  - Inform educators that they are unable to smoke or consume drugs and alcohol during their work time as they are unable to leave the centre due to employment conditions of paid breaks, however, this may be negotiated at the discretion of management and in collaboration with the staff member seeking professional support.
  - Educators, Students and Volunteers who choose to smoke while at the centre are only able to leave the premises during allocated break periods. They must inform the Nominated Supervisor/Responsible Person that they are leaving the premises and if smoking, must not be within view of the education and care service. At such times, they must sign in and out of the service. When educators return to the service after smoking, they must wash their hands thoroughly and minimise the smell of tobacco on their clothing.
  - Ensure that during orientation and enrolment visits, families are reminded that the education and care service is a smoke, drug and alcohol free environment.
  - Encourage educators and families to dispose of cigarette butts appropriately to ensure the safety of all children.
  - Ensure there are 'No Smoking' signs displayed in all areas of the preschool. Ensure universal signage is available to indicate a smoke, alcohol and drug free zone.
  - Make Information available about the effects of smoking and ensure that The Quit line number will be displayed on all 'No Smoking' signs.

### Educators will:

- Read and follow this policy and abide by the Smoke-Free Environment Act 2016 (NSW) which prohibits smoking in childcare facilities and within 4 metres of a pedestrian entrance to a public building.
- Only leave the premises during allocated break periods and after informing the Nominated Supervisor or Responsible Person that they are leaving. At such times, educators must sign in and out of the service.
- Refrain from smoking in view of the service.
- Wash their hands thoroughly and minimise the smell of tobacco on their clothing when returning to the service after smoking.
- Dispose of any cigarette butts appropriately.

### Families will:

- Read and follow this policy and abide by the Smoke-Free Environment Act 2016 (NSW) which prohibits smoking in childcare facilities and within 4 metres of a pedestrian entrance to a public building.
- Dispose of any cigarette butts appropriately.

## **EVALUATION**

Toukley Preschool is a smoke, drug and alcohol free environment. Educators and families will not expose other adults and children to the effects of passive smoking or the effects of drugs and alcohol. The health benefits of smoke, drug and alcohol free environments will be promoted.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with R. 172 of the Education and Care Services National Regulations, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

### Legislative Requirements:

- < Education and Care Services National Regulations: 82
- < National Quality Standards/Elements: 2.1, 2.2, 3.1.2, 4.2

### Statutory Legislation and Considerations

- < The NSW Work Health and Safety Act 2011
- < Smoke-free Environment Act 2000
- < Smoke-free Environment Regulation 2016 (NSW)
- < Public Health (Tobacco) Act 2008
- < Children (Education and Care Services National Law Application) Act 2010
- < Education and Care Services National Regulations

### Sources:

- < Guide to the National Quality Framework ACECQA
- < NSW Health – [www.health.nsw.gov.au/tobacco/Pages/default.aspx](http://www.health.nsw.gov.au/tobacco/Pages/default.aspx)
- < Centre for Community Child Health – [www.rch.org.au/ccch](http://www.rch.org.au/ccch)
- < The Cancer Council Australia – [www.cancer.org.au](http://www.cancer.org.au)
- < The Cancer Council of NSW – [www.cancercouncil.com.au](http://www.cancercouncil.com.au)

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