



4.07 Smoking, Alcohol & Illicit Substances Policy

POLICY STATEMENT

Our service is committed to ensuring children are not subjected to the dangers associated with tobacco, alcohol and illicit substances.

AIM

We aim to provide a safe work place environment where educators and other staff members are not under the influence of any illicit drugs, alcohol or illegal substances.

STANDARDS AND PROCEDURES

- In order to keep children, educators, families and visitors free from the dangers of drugs, alcohol, tobacco smoke and other smoke, including illegal substances, the following rules apply;
The consumption of tobacco, drugs and alcohol is prohibited in all areas of the service including
 - Inside
 - Outside in the playground
 - Outside in the car-park and surrounding areasSmoking and the consumption of alcohol is also prohibited
 - On incursions or excursions at any point during the event
 - While travelling with a child
 - At educator meetings
 - At parent meetings
 - At any social activity, whether in work hours or not, where the children and educators are involved
- Under no circumstances will any person attend the service if they are affected by alcohol or drugs, including prescription medication, if in any way the consumption of these items impairs an individual's capacity to supervise, educate or care for children.
- Policies will be made available to Parents, volunteers and visitors to the service
- Breaching the Drugs, Alcohol and Illicit Substances Policy will result in the implementation of disciplinary procedures.
- All team members who wish to use tobacco during their breaks, must leave the premises and are not to use tobacco in any area visible from the Centre premises.
- If team members leave the premises for tobacco use, they must wear a jumper/jacket over their work uniform to ensure they are not linked to the Centre and also to ensure their uniform does not smell of tobacco upon returning.
- Team members are to brush their teeth and use deodorant after they have used tobacco to ensure children, families and visitors do not smell the tobacco and that no tobacco residue is brought back into the Centre.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS

Children (Education and Care Services) National Law NSW

- 82 - Tobacco, drug and alcohol-free environment
- 168 - Education and care services must have policies and procedures

SOURCE LIST

This section contains websites, industry bodies, or Legislation that have been used to assist in sourcing the information for this policy. It also acts as a guide to sourcing further reading on each relevant policy.

- [Education and Care Services National Regulation](#)
- [National Quality Standard](#)
- [Revised National Quality Standard](#)
- [ACECQA Website](#)

RELATED POLICIES

- 2.15 Supervision Policy
- 2.17 Work Health Safety Policy
- 4.02 Code of Conduct Policy

POLICY REVIEW

The review schedule has been developed using a risk assessment methodology with consideration given to sector, industry, and legislative changes.

Date reviewed	Policy changed		Modifications	Next Review Date
July 2018	Yes	No	None	July 2019