

## **Tobacco, Vape, Drug and Alcohol Free environment policy**

### **Policy Statement**

All workplaces have a regulatory and legislative duty of care to provide a safe and healthy environment free from tobacco, vaping, drugs and alcohol. Smoking is defined as the act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind". Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices such as e-cigarettes, e-pipes, e-hookahs and e-cigars. Children, educators and families will not be exposed to the harmful effects of second-hand smoke while on before and after school premises and school premises.

#### **Links Education and Care Centres National Regulations 2018, National Quality Standard 2018**

---

Regs

82 Tobacco, drug and alcohol- free environment

83 Staff members are not to be affected by alcohol or drugs.

NQS

2.3.2 Every reasonable precaution is taken to protect children from harm and any hazard likely to cause Injury

4.2.2 Professional standards guide practice, interactions and relationships.

### **Procedures**

#### **Preventing children's exposure on the centre premises**

- Staff, parents and any other visitors to the service are not permitted to smoke or vape on or adjacent to the premises or within view of the children.
- No alcohol or any unlawful substance is consumed in any part of the premises at any time when children are at the Service.
- Ensure that during orientation and enrolment visits, families are reminded that the service and school is a smoke free environment
- Prescription medications such as asthma preventatives and treatment, and paracetamol are acceptable, but will be managed in accordance with the Service's safe storage of dangerous goods procedures.
- As part of their duty of care to ensure a healthy and safe environment for children, the educators must inform the Nominated Supervisor immediately of anyone on the premises that they suspect is affected by alcohol or drugs.
- Educators will be informed of the policy during induction and in the staff handbook.

#### **Educators Responsibilities to ensure the centre is a smoke, vape, alcohol and drug free zone**

- Educators will take all precautions whilst out of the service on an excursion to avoid children being exposed to tobacco, drug and alcohol substances and users.

- Educators who choose to smoke while employed at the service are only able to leave the premises during allocated break periods. They must inform the nominated supervisor or colleagues that they are leaving premises and if smoking, must not be within view of the service. At such times educators 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.
- Encourage educators and families to dispose of cigarette butts appropriately to ensure the safety of all children.

### What are electronic cigarettes?

Electronic cigarettes or e-cigarettes are battery operated devices that heat a liquid (also known as e-liquid) to produce a vapour that users inhale. E-cigarettes are also called e-cigs, electronic nicotine delivery systems (ENDS), or alternative nicotine delivery systems (ANDS).

E-cigarettes may be shaped and coloured to make them look like cigarettes or other tobacco products like cigars, cigarillos, pipes, hookahs, shishas and sometimes they look like everyday items such as pens or USB memory sticks.

When using an e-cigarette, the user inhales and exhales the vapour from the heated e-liquid. E-liquid contains a range of chemicals and it may or may not contain nicotine. E-cigarettes that do not contain nicotine are legal in NSW.

The [Smoke-free Environment Act 2000](#) prohibits people from using e-cigarettes in smoke-free areas.

### Enforcement

Any Educator caught smoking or vaping on the premises will be provided with a written warning. If they are observed again it may result in dismissal.

Any staff member who attends work under the influence of alcohol or drugs is relieved from duties immediately, and risks disciplinary action which may result in dismissal.

### **Sources & Related Legislation**

- Guide to the National Quality Standard (3) ACECQA (2011)
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- NSW Health [www.health.nsw.gov.au/publichealth/health\\_promotion/tobacco/legislation.asp](http://www.health.nsw.gov.au/publichealth/health_promotion/tobacco/legislation.asp)
- 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)
- Health and Safety in Children's Centres: Model Policies and Practices (2nd ed.) [www.community.nsw.gov.au/docswr/assets/main/documents/childcare\\_model\\_policies.pdf](http://www.community.nsw.gov.au/docswr/assets/main/documents/childcare_model_policies.pdf).
- <https://www.health.nsw.gov.au/tobacco/Pages/e-cigarettes.aspx>

### **Comments:**

Date created: November , 2015

Date reviewed: November, 2022

Tobacco, drug and alcohol policy

