

# Tobacco, Alcohol & Drug Free Environment

## Policy 2019

### **National Regulations**

82	Tobacco and Drug Free Environment
83	Staff members not to be affected by drugs or alcohol

### **Rationale**

Promoting a safe environment for all persons means ensuring that Medowie Gumnut Preschool is free of smoking, and satisfies any legal duty of care requirements under the Occupational Health and Safety Act.

A smoke free environment policy is vital because children model adult behaviour (Cancer Council NSW, 2017). Children are prone to the harmful effects of environmental tobacco smoke because:

- Their lungs and body weight are small so the dangerous substances in smoke are more harmful.
- Children are not always able to move away from a smoker as adults are able to.

In addition, to provide a safe environment for children, parents, visitors and staff no person may consume any alcohol or illicit substance, or be affected by these (including being adversely affected by prescription drugs) because of the potential for their capacity to fulfil their supervision, education and care requirements while affected by alcohol or drugs to be impaired, and that this is not in accordance with their duty of care.

### **Aim**

Medowie Gumnut Preschool Preschool has adopted a smoke free environment policy to protect all persons who access the service from the effects of environmental tobacco smoke. The preschool does not permit the smoking of any substance in any area of the premises. In addition, no supervisor, educator, member of staff or volunteer may be affected by alcohol or drugs (including prescription medication) so that their capacity to supervise or provide education and care for children is not impaired.

### **Who is affected by this Policy?**

- \* Management
- \* Educators
- \* Children
- \* Families

## **Implementation**

The Approved Provider and Nominated Supervisor will ensure that:

Smoking is prohibited in all areas of the preschool including:

- \* Inside
- \* Outside in the playground
- \* Outside in the car-park
- \* Within 10 metres of the fence line and outdoor play space of the preschool

### **Smoking is also prohibited:**

- \* On excursions
- \* While travelling with a child
- \* At staff meetings
- \* At family meetings/functions held at the preschool
- \* At any social activity, whether in work hours or not, where the children and staff are involved

Staff (including casuals) and volunteer induction procedures to the Pre School will include notification of Medowie Gumnut Preschool's Tobacco, Alcohol and Drug Free Policy

Staff members/educators are asked not to smoke during work hours. Staff, educators and management have a professional and ethical responsibility to minimise the risk of children inhaling any residual environmental smoke if they have smoked a cigarette prior to contact with children. If they do smoke, they will:

- \* wash their hands thoroughly on return to the centre
- \* change their clothes if they retain the smell of smoking

Students, volunteers and visitors to the service will not be permitted to smoke on the premises

On orientation visits and at enrolment families will be reminded that the preschool is a smoke free environment. Families enrolled at the service will not be permitted to smoke on the premises.

The centre will provide information for families on the dangers to children of smoking Implementation – in relation to drugs and alcohol

**The Nominated Supervisor, Educators and staff must ensure that:**

- \* Staff (including casuals) and volunteer induction procedures to the Preschool will include notification of Pied Piper Preschool's Tobacco, Alcohol and Drug Free Policy.
- \* Alcohol and illicit drugs shall not be consumed on work premises
- \* No alcohol should be consumed prior to commencing duty
- \* Any staff member/volunteer or work experience student who shows up to work adversely affected by alcohol or another drug (including prescription drugs) will not be allowed to work until they are fit to do so. Suitable transport will be arranged to the person's home at the expense of the employee. If an employee affected by alcohol or other drugs are sent home to recover, they will not be paid for the lost time. Disciplinary action may be taken on return to work.

#### **Drug and Alcohol Problem Identification Problems may be identified through:**

- \* Self-identification
- \* Self-referral to a treatment program Another employee
- \* By the Director

All identifications will be strictly confidential and will not be cause for employment discrimination in the future.

#### **Drug and Alcohol Treatment Services**

The Director shall provide information about referral to counselling, treatment and rehabilitation services should it be requested by either a staff member or a parent.

#### **Procedures for breach of policy and grievances/complaints**

- \* Non-compliance with the drug and alcohol policy will be viewed as a serious matter and treated in the same way as any breach of Pied Piper Preschool Policies.

Any grievance will be dealt with as per the Complaints Policy

#### **Sources**

- \* Early Childhood Australia: <http://www.earlychildhoodaustralia.org.au/>

- \* Education and Care Services National Regulations 2018
- \* Australian Human Rights Commission: <http://www.hreoc.gov.au>
- \* Early Childhood Australia: <http://www.earlychildhoodaustralia.org.au/>
- \* Privacy Act: <http://www.privacy.gov.au/law/act>
- \* The Australian Children's Education & Care Quality Authority: <http://www.acecqa.gov.au/>
- \* Visit the Department of Education and Training Child Care Package website at [education.gov.au/eccc](http://education.gov.au/eccc)

## **Review**

**Last Reviewed:** April 2019

**Date for Next Review:** April 2020