Quality Area 2: Children's Health and Safety

Smoke, Vape, Drug & Alcohol Free Environment

Introduction

Smoking and using e-cigarettes are banned in all enclosed public areas and certain outdoor public areas, under the Smoke-free Environment Act 2000 and the Smoke-free Environment Regulation 2016. These bans protect people from harmful second-hand tobacco smoke. There is no safe level of exposure to second-hand smoke.

All workplaces have a regulatory and legislative duty of care to provide a safe and healthy environment free from smoke, drugs, and alcohol. Children, educators and families will not be exposed to the harmful effects of secondhand smoke while on Education and Care service premises.

Goals – What are we going to do?

Kootingal and District Preschool has adopted a smoke,Vape drug and alcohol-free environment policy to protect all persons who access the service from the effects of environmental tobacco smoke and inappropriate behaviour due to the influence of drugs and/or alcohol. Kootingal and District Preschool does not permit the smoking of any substance in any area of the premises.

Strategies – To achieve our goals

Prohibited Substances on Premises

No tobacco products, vaping devices, e-cigarettes, alcohol, illegal drugs, or non-prescribed substances may be brought onto the service premises by any person. This includes storage of such items in bags, pockets, vehicles, or personal belongings while on the premises. Any prohibited items found on the premises will be removed from children's access immediately and reported to the Nominated Supervisor.

Responding to Incidents

If a person is observed smoking, vaping, or consuming alcohol or drugs on the premises, educators will request that the person cease the behaviour immediately and move offsite. If the person refuses, educators will contact the Nominated Supervisor, who may request the person leave the premises. If a person becomes aggressive, refuses to leave, or poses a risk to children or staff, police may be contacted. All incidents will be documented and managed in accordance with Regulation 176 and the Child Protection policy.

Intoxicated or Impaired Persons

If a person arrives at the service displaying signs of intoxication or impairment due to drugs or alcohol, educators will not permit entry and will ensure the safety of all children. The Nominated Supervisor will be notified immediately. If the person attempts to remove a child, educators will follow the Child Protection policy and contact police if necessary. An incident report will be completed.

Roles and Responsibilities

Role	Authority/Responsibility For
Approved Provider	➢ Ensure that the Education and Care environment is free from the use of tobacco,vapes and e-cigarettes for the children being cared for and educated.

	➢ Take precautions to promote the health and well-being of children being cared for at the education and care service by protecting them from exposure to tobacco and other harmful substances in e-cigarettes and vape smoke. ➢ 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.
Nominated Supervisor	➢ Seek to protect children from passive smoking (including e-cigarettes/vapes) environments during excursions. ➢ Ensure that educators receive an induction to the Education and Care service where they are informed of the policy. ➢ Inform educators who choose to smoke while employed at the Education and Care service that they 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 Education and Care service. They must remove or cover any clothing with the Kootingal & District Preschool logo during this time. 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 minimize 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-free environment. ➢ Encourage educators and families to dispose of cigarette butts appropriately to ensure the safety of all children. ➢ Ensure there are 'No Smoking' and 'No vaping' signs displayed in all areas of the Education and Care service through the WHS checklists. Ensure universal signage is available to indicate a smoke & vape free zone. ➢ Ensure information is available at enrollment such as in the family handbook, advising families of this policy. ➢ Ensure that no staff member, family member, community member or persons enter onto the service premises if displaying signs of being affected by either drugs or alcohol.
Early Childhood Educators	➢ Read and follow this policy and abide by the Smoke-Free Environment Act 2016 (NSW) which prohibits smoking in childcare facilities and within 10 metres of a pedestrian entrance to a public building. ➢ Only leave the premises during allocated break periods and after informing the Nominated Supervisor or colleagues that they are leaving. At such times, educators must sign in and out of the service. ➢ Refrain from smoking and/or vaping 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 and/or vaping. ➢ Dispose of any cigarette, vapes and e-cigarettes appropriately. ➢ Do not attend work or enter the premises if affected by drugs or alcohol. ➢ Ensure that they are not wearing the preschool uniform whilst smoking/vaping offsite

	➢ Educators must ensure that smoking or vaping behaviours are not discussed with children and that smoking-related items are not visible to children at any time. Educators must not store cigarettes, vapes, e-liquids, or related products in bags or personal belongings that may be accessed or seen by children. Educators must ensure they do not smell strongly of smoke or vape residue when returning to the service.
Families	➢ Read and follow this policy and abide by the Smoke-Free Environment Act 2016 (NSW) which prohibits smoking in childcare facilities and within 10 metres of a pedestrian entrance to a public building. ➢ Dispose of any cigarette butts appropriately. ➢ Do not enter the preschool premises if under the influence of drugs or alcohol. ➢ Families must not bring cigarettes, vaping devices, e-cigarettes, alcohol, or drugs onto the service premises. These items must remain stored out of sight and inaccessible to children while attending the service.

Monitoring, Review and Evaluation

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

Management and staff will monitor and review the effectiveness of the Smoke Free Environment Policy regularly. Updated information will be incorporated as needed. Updated information will be incorporated as needed.

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this policy annually.

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 Regulation 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.

Links to other policies:

Child Protection

Child Safe Code of Conduct

Enrolment and Orientation

Code of Conduct for staff members

Excursion/Incursion

Related Legislation:

NQS

Quality Area 2		**Children's health and safety**
Standard	*2.1*	*Health*
Standard	*2.2*	*Safety*
Quality Area 3		**Physical environment**
Standard	*3.1*	*Design*
Element	3.1.2	Upkeep
Quality Area 4		Staffing arrangements
Standard	*4.2*	*Professionalism*

National Regulations

Reg	82	Tobacco, drug and alcohol-free environment

Sources:

- The NSW Work Health and Safety Act 2011 and the NSW Work Health and Safety Regulation 2011
- Smoke-free Environment Act 2000
- Public Health (Tobacco) Act 2008
- Smoke-free Environment Regulation 2016 (NSW)
- Children (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulations
- Guide to the National Quality Framework
- Child Safe Standards
- NSW Health www.health.nsw.gov.au/tobacco/Pages/default.aspx
- Centre for Community Child Health - www.rch.org.au/ccch
- The Cancer Council of NSW www.cancercouncil.com.au

Developed: 2015

Reviewed: Aug 16, Nov 18, Apr 22, May 23, May 24

Reviewed and updated; Aug 25, Sept 26