

Tobacco, Drug and Alcohol-Free Environment Policy

POLICY AIM

To promote and provide a tobacco, drug and alcohol-free environment for all children, staff, parents, visitors and persons visiting the centre.

RATIONALE

Sweetpeas has a duty of care to provide a safe and healthy environment for all persons who utilise the service for early childhood education and care requirements or employment.

Promoting a safe environment for all persons means ensuring that the areas utilised by Sweetpeas are free of smoking, the use of drugs and alcohol, and satisfy legal duty of care requirements under the *Work Health and Safety Act 2011*.

Smoking is the largest single preventable cause of death in Australia, killing more than 15,000 Australians a year. There is substantial evidence linking exposure to second-hand smoke (SHS) with a range of serious and life-threatening health impacts including heart disease, cancer, asthma and other respiratory problems. Children exposed to second-hand smoke are at an increased risk of asthma, sudden infant death syndrome (SIDS), acute respiratory infections and ear problems. (Cancer Council, 2011)

- SHS exposure is the breathing in of smoke that comes off the end of a burning cigarette, or the smoke that is exhaled into the atmosphere by a smoker
- It is also known as passive smoke, environmental smoke, and involuntary smoke
- There is no safe level of exposure to second-hand smoke
- SHS contains more than 7000 chemicals, with 69 known to cause cancer
- SHS causes immediate adverse effects on the cardiovascular system, which can have short-term and long-term impacts (Cancer Council NSW)

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.

SCOPE - WHO IS AFFECTED BY THIS POLICY?

- Staff
- Families
- Visitors
- Students

NATIONAL QUALITY STANDARD

QUALITY AREA 2 - CHILDREN'S HEALTH AND SAFETY

- Standard 2.2 (Safety) - *Each child is protected.*

RELATED POLICIES & LEGISLATION

RELATED SWEETPEAS POLICIES:

- Child Safe Environment Policy
- Ethical Code of Conduct Policy
- Sleep and Rest Policy
- Work Health and Safety Policy

RELATED EDUCATION AND CARE SERVICES NATIONAL REGULATIONS:

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

RELATED LEGISLATION:

- NSW Smoke-free Environment Act 2000
- Public Health (Tobacco) Act 2008
- Work Health and Safety Act 2011

TERMINOLOGY

- The ‘environment’ refers to: Sweetpeas buildings and outdoor areas (including car parks) located at;
 - Cranebrook: 24 Laycock St
 - Penrith: 38 Union Rd
 - St Clair: 131 Explorers Way
 - St Marys: 263 Great Western Highway
- **E-Cigarettes / Vapes** - E-cigarettes or “vapes” are battery-powered or rechargeable devices that are designed to deliver nicotine and/or other chemicals via an aerosol vapour directly to the lungs. Many vapes contain nicotine, the highly addictive chemical found in cigarettes, and products vary in terms of ingredients and designs.

GLOSSARY OF ABBREVIATIONS

- **SHS** - Second-hand smoke exposure (SHS) is a known cause of cancer, and any level of exposure is unsafe.

IMPLEMENTATION AND STRATEGIES

Sweetpeas adopted a Smoke Free Environment policy to protect all persons from the effects of environmental tobacco smoke.

- The consumption of tobacco, illicit drugs or alcohol is strictly prohibited in all areas of the services.
- No staff member (including the Nominated Supervisor), student or volunteer is to be affected by alcohol or drugs (including prescription medication) so to impair his or her capacity to supervise or provide education and care to children within the service. (i.e. Drugs that ‘May cause drowsiness’ or that you ‘Cannot operate machinery’ are not appropriate during work hours.)
- Smoking or vaping is not permitted in any open space within the boundaries of the Sweetpeas fence line.
- Staff/carers employed by Sweetpeas will not smoke or vape in front of, or in the sight of, children in their care.
- No persons will be allowed to promote cigarette smoking or vaping in the workplace, or advertise the fact they smoke to other staff/carers, children or families.
- Staff/carers who wish to smoke or vape during work hours may do so outside the workplace and in their scheduled lunch break, or approved breaks.
- Students, volunteers and visitors to the service will not be permitted to smoke or vape on the premises and will adhere to the *Tobacco, Drug and Alcohol-Free Environment Policy*.
- Parents, family members or relatives of children enrolled at the service will not be permitted to smoke or vape on the premises.
- Smoking, vaping and the consumption of drugs or 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.
- The responsibility for enforcing this policy rests with managers and educators of the service.
- All are obliged under the work health and safety legislation to protect the health of their fellow staff/carers, and visitors, while at the service.
- The policy will be displayed on our website for families and staff to observe.
- Visitors to the centre will be informed of the policy as necessary.

In relation to social events at the service involving service families:

- alcohol may be consumed outside work hours if children are not present. Alcohol may only be brought into the service immediately prior to the commencement of the gathering, and only after all children have been collected. Any leftover alcohol will be removed from the premises

Tobacco, Drug and Alcohol-Free Environment Policy

immediately after the gathering concludes. Alcohol will not be stored for any length of time on service premises

- photos will be used to represent any alcoholic raffle prizes, and alcoholic prizes will not be stored on service premises.

Any alcoholic gifts given to educators or staff will be removed from service premises as soon as possible (e.g. placed in individual's car.)

PROCEDURES

STAFF:

- All staff will be informed of the policy and expected to comply with centre practices and procedures as a condition of employment.
- Staff who do not comply with the policy will be given a verbal warning from the Nominated Supervisor.
- Staff who have already received a verbal warning from the Nominated Supervisor and fail to comply with the policy will be given a second and final written warning from the Director or Approved Provider of the service.
- Failure to comply with the policy following a written warning will cause the Director to terminate the staff member's employment.
- No staff member (including the Nominated Supervisor) or volunteer is to be affected by alcohol or drugs (including prescription medication) so to impair his or her capacity to supervise or provide education and care to children within the service. (i.e. Drugs that 'May cause drowsiness' or that you 'Cannot operate machinery' are not appropriate during work hours.)

PARENT/FAMILY MEMBER:

- Parents and carers are informed of centre staff's obligation as Mandatory Reporters to report risk of harm to children, including that of adults under the influence of drugs and alcohol.
- Parents will be informed of the policy and are expected to comply with centre practices and procedures as a condition of their child's enrolment.
- Parents who do not comply with the policy will be given a verbal warning from the Nominated Supervisor.
- Parents who have already received a verbal warning from the Nominated Supervisor and fail to comply with the policy will be given a second and final written warning from the Director of the service.
- Failure to comply with the policy following a written warning may cause the Director to terminate the child's enrolment.
- Extended family members who fail to comply with the policy will be informed of the policy and given a verbal warning.
- Failure on the part of an extended family member may lead to the Director to request that the family member is no longer allowed on centre property and/or may place the child's enrolment in jeopardy.

STUDENTS/VOLUNTEERS/VISITORS:

- Students/Volunteers/Visitors will be informed of the policy and are expected to comply with centre practices and procedures as a condition of entry to the centre.
- Students/Volunteers/Visitors who do not comply with the policy will be given a verbal warning from the Nominated Supervisor.
- Students/Volunteers/Visitors who fail to comply with the policy following a verbal warning will be asked to leave the premises.
- Students/Volunteers/Visitors will need to enter a written agreement with the Director to gain re-entry to the centre after being removed from the premises.

REFERENCES

- Australian Children's Education & Care Quality Authority
- Education and Care Services National Regulations 2011

Tobacco, Drug and Alcohol-Free Environment Policy

- Cancer Council NSW: E-Cigarettes: <https://www.cancercouncil.com.au/cancer-prevention/smoking/electronic-cigarettes/>
- NSW Smoke-free Environment Act 2000
- Public Health (Tobacco) Act 2008
- Sweetpeas Philosophy
- The Cancer Council Australia: <https://www.cancer.org.au/>
- The Cancer Council NSW: <https://www.cancercouncil.com.au/>
- Work Health and Safety Act 2011

REVIEW AND AMENDMENTS

This policy will be updated regularly to ensure compliance with all relevant legal requirements. Appropriate consultation of all stakeholders (including staff and families) will be conducted on a timely basis. In accordance with *Regulation 172* of the National Regulations, families of children enrolled will be notified at least 14 days and their input considered prior to any amendment of policies and procedures that have any impact on their children or family.

Version	Amendment(s)	Review Date	Updated By
1.	<ul style="list-style-type: none">• Implemented this policy	August 2017	Cassandra Way (Educator/Admin)
1.1.	<ul style="list-style-type: none">• Checked links• No changes required	August 2018	Cassandra Way (Educator/Admin)
1.2.	<ul style="list-style-type: none">• No changes required	August 2018	Janine Evans (Director)
1.3.	<ul style="list-style-type: none">• No changes required	August 2019	Janine Evans (Director)
1.4.	<ul style="list-style-type: none">• No changes required	August 2020	Janine Evans (Director)
1.5.	<ul style="list-style-type: none">• No changes required	August 2021	Janine Evans (Director)
2.	<ul style="list-style-type: none">• Cosmetic changes for new formatting template and colours• Updated headings to match new format	September 2022	Cassandra Way (Assistant Manager)
2.1.	<ul style="list-style-type: none">• Updated to include references to e-cigarettes and vaping• Checked and updated hotlinks and references	October 2023	Cassandra Way (Assistant Manager)
2.2.	<ul style="list-style-type: none">• Checked and updated hotlinks and references• No changes required	October 2024	Cassandra Way (Assistant Manager)