

Intereach Out of School Hours

Tobacco, Drugs and Alcohol Procedure



Applies to	Intereach Out Of School Hours (OOSH)				
Policy	NQS Two: Children's Health and Safety Policy				
Version	2.0	Date approved	14/08/2025	Next review date	14/8/2028

1. Objective

Intereach Children's Services will ensure that all children's service environments are free from the use of tobacco, illicit drugs and alcohol. Smoking is banned within four meters of any public entrance to a children's service in accordance with Education and Care Services National Regulations 82.

Staff and students must not consume alcohol or be affected by alcohol or drugs (including prescription medications) that may impair their capacity to provide education and care to children at the service in compliance with Regulation 83. This does not mean that educators, staff or students on placement who require prescription medication must be excluded, but rather that consideration is given as to whether that medication affects the person's capacity to provide education and care to children.

2. Responsibilities

Nominated Supervisor (Off-site)

- **Policy Oversight & Compliance**

- Ensure the procedure complies with relevant legislation, licensing requirements, and organisational policies.
- Approve and periodically review the procedure and related risk assessments.
- Support incident reporting and escalation processes.
- Liaise with external agencies if required (e.g. police, child protection).
- Ensure the service maintains an environment free from the use of tobacco, illicit drugs, vaping substances and devices, and alcohol.
- Ensure any alcohol, tobacco, vaping substances and devices, or drugs on the service premises are kept out of reach of children.
- Ensure Team Leaders and Educators are aware of and implement this policy.
- Ensure Parents/Guardians have read and comply with this policy.

Team Leader (On-site)

- **Operational Leadership**

- Implement and enforce the procedure within the service.
- Monitor staff and visitor conduct to ensure a tobacco-, drug-, alcohol-, and vape-free environment.
- Respond to and report any breaches or concerns to the Nominated Supervisor.
- Support staff in managing disclosures or incidents involving children or families.
- Oversee the maintenance of an environment free from the use of tobacco, illicit drugs, vaping substances and devices, and alcohol.
- Ensure any alcohol, tobacco, vaping substances and devices, or drugs on the service premises are kept out of reach of children.

- Support Educators in ensuring Parents/Guardians comply with the policy.
- Monitor that Parents/Guardians are not under the influence of alcohol or drugs and refrain from smoking or vaping while at the premises.

Educators

- **Direct Practice & Supervision**

- Maintain a safe and substance-free environment for children.
- Observe and report any signs of substance use or related concerns.
- Follow protocols for managing suspected or actual incidents involving tobacco, drugs, alcohol, or vaping.
- Engage children in age-appropriate education around health and safety.
- Ensure any alcohol, tobacco, vaping substances and devices, or drugs on the service premises are kept out of reach of children.
- Reinforce the policy with Parents/Guardians and support their compliance.
- Observe and report any concerns regarding substance use or possession on the premises.

Students on Placement

- **Learning Practice & Conduct**

- Adhere to the service's tobacco, drugs, alcohol, and vaping policy at all times.
- Maintain a safe and substance-free environment for children.
- Observe and report any signs of substance use or related concerns to Educators or Team Leaders.
- Follow all protocols for managing suspected or actual incidents involving tobacco, drugs, alcohol, or vaping.
- Refrain from smoking, vaping, or being under the influence of alcohol or drugs while on placement.
- Support Educators in reinforcing health and safety messages with children and families.

Parents / Guardians

- **Partnership & Accountability**

- Read and comply with the service's tobacco, drugs, alcohol, and vaping policy while on premises or during service activities.
- Not consume or be under the influence of alcohol or drugs when attending the service premises.
- Refrain from smoking or vaping while at the premises.
- Not bring alcohol, prohibited drugs, or vaping substances and devices onto or near the premises or within sight of children.
- Support the service's efforts to maintain a safe and healthy environment.
- Communicate any relevant concerns or disclosures to staff.
- Participate in education or support initiatives where appropriate.

3. Procedure

Our service is committed to creating a safe, healthy, and respectful environment for children, educators, families, students, and visitors. To support this, we maintain a substance-free setting where alcohol, tobacco, vaping substances and devices, and illicit drugs are not used or consumed. This commitment applies:

- Across all areas of the service;
- During excursions and while travelling with children; and
- In any location visible to children and their families.

Staff Commitments

Staff actively contribute to this safe environment by:

- Arriving at work ready and fit to provide high-quality education and care, free from the influence of alcohol, illicit drugs, or vaping substances.
- Refraining from using alcohol, illicit substances, or vaping substances and devices while providing education and care.
- Communicating with the Nominated Supervisor if prescribed medication may affect their ability to perform their role safely.
- Ensuring that all service premises, vehicles, and environments are free from smoke, vaping materials, and related substances while children are present.
- Storing any alcohol, tobacco, vaping substances and devices, or medications securely and out of reach of children, and ensuring they are not consumed during business hours.
- Informing families, students on placement, and visitors of this procedure and supporting their understanding and compliance.
- Supporting the wellbeing of children by discouraging parents/guardians who appear affected by drugs or alcohol from driving or collecting their child, and seeking assistance from Police or Community Services if there are concerns for the child's safety.

4. Monitoring, evaluation and review

This procedure will be reviewed every three years and incorporate feedback and suggestions from children, families, educators, coordinators, volunteers and students or when there is a legislative change.

5. National Quality Framework

Element	Concept	Description
2.1	Health	Each child's health and physical activity is supported and promoted.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.2	Safety	Each child is protected
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented

Element	Concept	Description
2.2.3	Child Safety and protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.
3.2.1	Inclusive environment	Outdoor and indoor spaces are organised and adapted to support every child's participation and to engage every child in quality experiences in both built and natural environments.
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service that is child safe.

6. Context	
6.1. Standards or other external requirements	Australian Children's Education and Care Quality Authority (2017), <i>National Quality Standards</i> Australian Children's Education and Care Quality Authority (2017), <i>Guide to the National Quality Framework</i>
6.2. Legislation or other requirements	Education and Care Services National Regulations consolidated 2017. Section 167, Regulations 82-83 Education and Care Services National Law Act 2010
6.3. Internal Documentation	Intereach Drug and Alcohol Policy Providing a child safe environment procedure Supervision Procedure OOSH Risk Assessment Plans

7. Document control			
Version	Date approved	Approved by	Next review date
1.0	2/03/2020	R. Phillips - Acting Senior Manager, Children and Family Services	2/03/2023
2.0	21/10/2020	S. Hall – General Manager Operations	21/10/2023
3.0	9/11/2023	M. Piffero – General Manager, Operations	9/11/2026
1.0	24/9/2024	The Children's Services procedure separated to be a standalone procedure for OOSH and approved by: J Farrow - Manager Education and Care	24/9/2027
2.0	14/8/2025	N Brown – Manager, Compliance, Safety and Risk – Responsibilities defined with inclusion of Team Leader role. Updated to include legislation changes prohibiting the use of vaping substances and devices.	14/8/2028

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