

Intereach Children's Services

Tobacco, Drugs and Alcohol Procedure



Applies to	Intereach Family Day Care (FDC) and Intereach Out Of School Hours (OOSH)				
Policy	NQS Two: Children's Health and Safety Policy				
Version	3.0	Date approved	9/11/2023	Next review date	9/11/2026

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.

Educators, 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. 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

It is the responsibility of the Nominated Supervisor:

- ensure the environment is free from the use of tobacco, illicit drugs and alcohol and any alcohol, tobacco or drugs on the service premises are kept out of reach of children; and,
- ensure Parents/Guardians have read and comply with this policy and not consuming or being under the influence of alcohol or affected by drugs when attending the service premises and refrain from smoking while at the premises.

It is the responsibility of the Educators and Staff:

- ensure the environment is free from the use of tobacco, illicit drugs and alcohol and any alcohol, tobacco or drugs on the service premises are kept out of reach of children; and,
- ensure Parents/Guardians have read and comply with this policy and not consuming or being under the influence of alcohol or affected by drugs when attending the service premises and refrain from smoking while at the premises.

It is the responsibility of the Students on Placement:

- ensure the environment is free from the use of tobacco, illicit drugs and alcohol and any alcohol, tobacco or drugs on the service premises are kept out of reach of children; and,
- ensure Parents/Guardians have read and comply with this policy and not consuming or being under the influence of alcohol or affected by drugs when attending the service premises and refrain from smoking while at the premises.

3. Procedure

To keep children, educators, families and visitors free from the dangers of drugs, alcohol, tobacco smoke and other smoke, including illegal substances, the consumption of tobacco, drugs and alcohol is prohibited in all areas of the service and:

- at any point during excursions or while travelling with a child; and,
- in any areas which can be viewed by children educated and cared for and their families.

Staff and educators will:

- not attend or undertake work and/or provide education and care for children whilst affected by alcohol or illicit drugs;
- not consume or be under the influence of alcohol or any illicit substance while providing education and care for children;
- advise their Program Manager/Nominated Supervisor if they are prescribed any medication which may affect their work performance;
- ensure premises, vehicles and environments are free of smoke and smoking materials while there are children in care;
- ensure any alcohol on the premises is inaccessible to children and not consumed during business hours;
- ensure families, students on placement and visitors to their service are made aware of and abide by this Procedure; and,
- make every effort to discourage a parent/guardian who is under the influence of drugs/alcohol from collecting their child and driving while affected. Although parents/guardians ultimately have the right to collect their child, the educator may contact the Police and/or Community Services if they have concerns for the health and safety of the child.

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.
2.1.3	Healthy lifestyle	Healthy eating and physical activity are promoted and appropriate for each child.
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
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.

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	FDC Workplace Safety Assessment Intereach Drug and Alcohol Policy Children's services providing a child safe environment procedure

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