

Intereach Family Day Care

Tobacco, Vaping, Drugs and Alcohol Procedure



Applies to	Intereach Family Day Care (FDC)				
Policy	NQS Two: Children's Health and Safety Policy				
Version	1.1	Date approved	1/9/2025	Next review date	24/9/2027

1. Objective

To provide clear guidelines to Educators and other stake holders to ensure the education and care environment is free from the use of tobacco, vaping and vaping equipment, illicit drugs and alcohol thereby promoting the health, safety, and wellbeing of all children in care.

2. Background

The Education and Care Services National Regulations 82 and 83 require approved providers to have policies and procedures in place to ensure the service environment is free from the use of tobacco, illicit drugs and alcohol to minimise risk of harm to children and the staff members and family day care educators not to be affected by alcohol or drugs.

3. Responsibilities

It is the responsibility of the Nominated Supervisor to:

- ensure the service environment is free from the use of tobacco, vaping and vaping equipment, illicit drugs, and alcohol; and,
- ensure that any alcohol, tobacco, vaping equipment, or drugs present on the service premises are securely stored and kept out of reach of children during operational hours.

It is the responsibility of the educators to:

- 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 during the services operation hours;
- ensure all household member, students, and visitors to the service are aware of the requirements to ensure the environments is free from the use of tobacco, illicit drugs and alcohol and that no person in attendance at the service is impacted by the use of these substances;
- consistently implement the tobacco, vaping, drug and alcohol procedure;
- maintain an environment free from the use of tobacco, vaping and vaping equipment, illicit drugs, and alcohol;
- ensure any alcohol, tobacco, vaping equipment, or drugs on the service premises are kept out of reach of children during operational hours; and,
- Inform and monitor household members, students, and visitors to ensure they comply with the service's requirements regarding the prohibition of tobacco, vaping and vaping equipment, illicit drugs, and alcohol, and to ensure that no individual present is under the influence of such substances.

It is the responsibility of the students on placement to:

- ensure the environment is free from the use of tobacco, illicit drugs and alcohol and not be impacted by these during your placement at the service; and,
- ensure you are not under the influence of or impacted by tobacco, vaping, illicit drugs or alcohol during your placement at the service;

It is the responsibility of the parents/guardians to:

- not consume or be under the influence of alcohol, illicit drugs, or vaping substances when attending the service premises; and,
- Refrain from smoking, vaping, or bringing alcohol, vaping equipment, or prohibited drugs onto or near the premises, or using these substances within sight of children.

4. Procedure

- The consumption of tobacco, vaping, drugs and alcohol is prohibited in all areas of the service (or residence while education and care is being provided) by any persons present including staff, educators, household members, students, families or visitors.
- The use of tobacco, vaping, drugs and alcohol is prohibited at any point during excursions or while transporting children in any vehicle.
- All vehicles used for transporting children must be completely smoke free at all times used must be kept smoke free.

Educators will:

- sign an educator agreement annually, acknowledging their understanding and commitment to this procedure, including the prohibition of tobacco, vaping, drugs, and alcohol. not provide education and care if under the influence of alcohol, illicit drugs, or any substance that may impair judgment or performance; not consume or be under the influence of alcohol, illicit drugs or vaping substances while providing education and care;
- notify the nominated supervisor if they are using any prescribed medication which may affect their ability to work safely and effectively;
- ensure premises, vehicles and education and care environments remain smoke-free and free of smoking, vaping, or drug-related paraphernalia during care hours; ensure any alcohol on the premises is inaccessible to children and not consumed during business hours; 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 will contact the police and/or make a child protection report if they have concerns for the health and safety of the child.

5. 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.

6. National Quality Framework

Element	Concept	Description
2.1	Health	Each child's health and physical activity is supported and promoted.

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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
2.2.3	Child safety and protection	Management, educators and staff are aware of their roles and responsibilities regarding child safety, including the need 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.

7. Context	
7.1. 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>
7.2. 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
7.3. Internal Documentation	FDC Workplace Safety Assessment Intereach Drug and Alcohol Policy Providing a child safe environment Procedure Supervision Procedure

8. 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 FDC and approved by: J Farrow - Manager Education and Care	24/9/2027
1.1	01/09/2025	J Farrow – Manager Education and Care – Minor change to add legislative requirement re vaping	24/9/2027