

Early Years Services – QA2.16 Tobacco Smoke, Drug and Alcohol Free Environment Policy

TRIM Reference: D15/33006 Due for Review: 3 October 2023
Responsible Officer: Coordinator Early Years

Purpose

This policy outlines Surf Coast Shire Council's commitment to ensure that all children accessing Surf Coast Shire Council Early Years Services are provided with a tobacco smoke, illicit drug and alcohol free environment at all times whilst in care.

Policy Principles

Evidence of link to National Quality Standards: 2.3.2
Evidence of link to Early Childhood Services National Regulations: 82, 83
Victorian Children's Services Regulations 2020
Maternal and Child Health Service Program Standards 2019
Maternal and Child Health Service Program Guidelines 2019

Scope

Children accessing the service, staff/educators, family members, other residents (Family Day Care), visitors to the Service/property, either indoors or outdoors, at any time, including in vehicles, or on any outing/excursion.

Policy

Surf Coast Shire Council Early Years Services will ensure a tobacco smoke, illicit drug and alcohol free environment via the following:

- Smoking is banned within the grounds of all Victorian childcare centres, kindergartens, preschools and primary and secondary schools in Victoria. This includes all Government, independent and Catholic schools. Smoking is also banned within four metres of all entrances (pedestrian access points) to the premises.
- Staff/educators must not consume or be affected by alcohol whilst providing Early Years services.
- Staff/educators must not be affected by drugs (including prescription medications) that may impair their capacity to provide Early Years Services.
- The Early Years' Service venue must be tobacco smoke, illicit drug and alcohol free at operational times.
- Staff/educators must ensure that all visitors to the Service (and other household members in Family Day Care) understand and comply with requirements for maintaining a tobacco smoke, illicit drug and alcohol free environment.
- Staff/Educators must as soon as possible, remove or endeavor to remove children from any vicinity where tobacco smoking, illicit drug and alcohol consumption is occurring. This includes any environment which is not under the direct control of the Service.
- The Early Years' Service is to minimise the risk of children whilst in the Service observing people smoking, including images that may be accessed by children through photographs, magazines, television, videos, computer games or the internet.
- All authorised vehicles used in transporting children who are accessing Early Years Services are to be tobacco smoke, illicit drug and alcohol free.
- Staff/educators are encouraged to work with local health professionals, services and organisations to increase their capacity to deliver and promote tobacco, illicit drug and alcohol education and prevention initiatives.

Definitions

Not applicable

Related Procedure

Nil.

References

Related Surf Coast Shire Council and Early Years Services Policies

D15/38696 Early Years Occupational Health and Safety Policy
D15/42585 Early Years Code of Conduct Policy
D15/35312 Early Years Child Safe Environment Policy

Related Surf Coast Shire Council and Early Years Services Works Instructions and Forms

D17/51029 Family Day Care Home Safety Checklist
D14/48372 Family Day Care – Educators Family Roles and Responsibilities form

Other References

Victorian Occupational Health and Safety Act 2004
Education and Care Services National Law 2010
Education and Care Services National Regulations 2011
ACECQA National; Quality Framework Resource Kit
Quit Victoria
The Victorian Prevention and Health Promotion Achievement Program – Tobacco control benchmarks 2012

Document History

Version	Document History	Approved by – Date
1	Approved	General Manager Culture and Community – 1 st April 2014
2	Amended	Manager Aged and Family – 1 st October 2015
3	Amended	Manager Aged and Family – 14 th August 2017
4	Amended	Manager Community Strengthening – 8 th May 2019
5	Amended	Manager Community Strengthening – 9 th October 2020
6	Amended	Manager Community Strengthening – 3 May 2022