

EARLY YEARS POLICY

Early Years Services Tobacco Smoke, Drug and Alcohol Free Environment Policy	Policy No:	QA 2.16
	Document No:	D15/33006
	Approved Date:	1 April 2014
	Approved By:	Manager Aged and Family
	Review Date:	8 November 2020
Responsible Officer:	Coordinator Early Years	
Authorising Officer:	Manager Community Strengthening	

1. Purpose

To ensure that all children accessing Surf Coast Shire Council Early Years Services are provided with a tobacco smoke, alcohol/illicit drug free environment at all times whilst in care.

2. Scope

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 2009
 Maternal and Child Health Service Program Standards 2009
 Maternal and Child Health Service Program Guidelines 2011

3. Application

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

4. Definitions

Not applicable

5. 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/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/alcohol/illicit drug 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/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.

6. Records

Records shall be retained for at least the period shown below.

Record	Retention/Disposal Responsibility	Retention Period	Location
Family Day Care Educators Family Roles and Responsibilities	Records	7 years after conclusion of engagement of FDC provider	Off-Site
Family Day Care Home Safety Checklist	Records	7 years after conclusion of engagement of FDC provider	Off-Site

7. Attachments

Not Applicable

8. 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
D15/77616 Family Day Care Educators Family Roles and Responsibilities

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

Approval Date:	01/04/2014	Approved by:	General Manager Culture and Community
Amendment/Review 1:	01/10/2015	Approved by:	Manager Aged and Family
Amendment/Review 2:	14/08/2017	Approved by:	Manager Aged and Family
Amendment/Review 3:	08/05/2019	Approved by:	Manager Community Strengthening
