



# Tobacco, E-Cigarettes, Alcohol and Other Drugs Policy

Authorisation	DSCC Management Committee
Review Date	15 July 2024
Approved Date	30 July 2024
Next Review Date (Frequency)	July 2027 (3 years)
Relevant Documents	N/A

## AUTHORISATION

This policy was reviewed and adopted by the Dawson Street Child Care Co-operative (DSCC) at the Management Committee meeting on the Approved Date defined above.

## POLICY STATEMENT

### Values

DSCC is committed to:

- ensuring a smoke/vape free, illicit drug-free, and alcohol-free environment for children, families, educators, staff, volunteers and visitors.
- promoting low-risk alcohol consumption to our service community.
- encouraging educators and staff to build on opportunistic learning moments with children.

### Purpose

This policy provides guidelines to enable DSCC to:

- provide a safe environment for all children which ensures their safety, health and wellbeing.
- promote a culture of health and wellbeing to all staff, children and families
- improve educational health and wellbeing outcomes for all children and families

## SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children, and others attending the programs and activities of DSCC, including during offsite excursions and activities.

## **BACKGROUND AND LEGISLATION**

### **Background**

The effects of drugs and alcohol can impair the capacity of a person to make judgments relating to the care, safety and education of young children. The effects of vaping and tobacco smoking on an individual's health are well documented. Second-hand smoke (refer to Definitions) and third-hand smoke (refer to Definitions) is dangerous, especially for babies and children, as they have smaller airways that are still developing.

Children exposed to second-hand smoke are at an increased risk of early death and disease from various causes. Second-hand smoke can impair a baby's breathing and heart rate, which can put the baby at a higher risk of sudden unexpected death in infancy (SUDI). Exposure to second-hand smoke (refer to Definitions) and third-hand smoke (refer to Definitions) can affect a child's developing brain due to the sensitivities of the brain to very small amounts of toxins.

Drinking alcohol or taking other drugs can affect a person's ability to connect with and care for children. Alcohol and other drug use can become an occupational health and safety issue, as it may impair one's ability to exercise judgment, coordination, motor control, concentration, and alertness in the workplace. Employees unfit for work as a result of alcohol or other drug use put themselves, children and other staff members in the workplace at risk of harm.

The key to tobacco, e-cigarettes, alcohol and other drugs in the early years is prevention. The most effective means of prevention is providing an early childhood environment that is supportive and protective of all children. Building resilience and developing social and emotional competencies should start early to enhance the potential for children to resist risky behaviours later in life.

### **Legislation and standards**

Relevant legislation and standards include but are not limited to:

- Child Wellbeing and Safety Act 2005 (Vic) (Part 2: Principles for children)
- Early Childhood Australia's Code of Ethics (2016)
- Education and Care Services National Law Act 2010: Section 174
- Education and Care Services National Regulations 2011: Regulations 82, 82, 175, 176
- *Liquor Control Reform Act 1998*
- National Quality Standard, Quality Area 2: Children's Health and Safety
- *Occupational Health and Safety Act 2004*
- *Occupational Health and Safety Regulations 2007*
- *Tobacco Act 1987 (Vic)*

## DEFINITIONS

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

- **Alcohol:** A depressant drug that slows down activity in the central nervous system.
- **Drug:** Refers to any substance taken to change the way the body and/or mind functions.
- **E-cigarette product:** Any electronic device that is intended to be used to create an aerosol for inhalation and any liquid, or product containing liquid, intended to be used in or with an electronic device to create an aerosol for inhalation
- **Prescription medication:** medicine that can only be made available to a patient on the written instruction of an authorised health professional. Examples of prescription medicines include blood pressure tablets, cancer medicine and strong painkillers.
- **Second-hand smoke:** refers to the ambient smoke that is a by-product of active smoking. It consists mainly of exhaled mainstream smoke and side stream smoke mixed with air. Breathing in second-hand smoke is also called passive smoking or involuntary smoking.
- **Smoke Free Zone:** smoking that is prohibited in all enclosed workplaces and certain public spaces where members of the public gather and may be exposed to second-hand tobacco smoke.
- **Third-hand smoke:** refers to residual tobacco smoke constituents that remain on clothes, surfaces and in dust after tobacco has been smoked. These substances are then re-emitted as gases or react with other compounds in the environment to create other substances.
- **Tobacco product:** Any device or product that contains organic matter that is heated or burned to create aerosol or smoke that is inhaled by the user.
- **Tobacco, alcohol and other drugs:** For the purposes of this policy and for the Healthy Early Childhood Services Achievement Program, the 'Tobacco, Alcohol and Other Drugs' health priority area focuses on creating smoke-free and drug-free environments and responsible alcohol consumption.
- **Vaping:** E-cigarettes, also known as 'vapes', are battery operated devices that work by heating a liquid (or 'juice') until it becomes an aerosol that users inhale. Using an e-cigarette is commonly called 'vaping'.

## SOURCES AND RELATED POLICIES

### Sources

- Alcohol and Drug Foundation: <https://adf.org.au>
- Alcohol and Drugs Foundation: [www.adf.org.au](http://www.adf.org.au)
- Better Health Channel – Drugs: [www.betterhealth.vic.gov.au](http://www.betterhealth.vic.gov.au)
- Cancer Council Victoria: <https://www.cancervic.org.au>
- Department of Education and Training – Drugs Education: [www.education.vic.gov](http://www.education.vic.gov)
- Health.Vic: [www2.health.vic.gov.au](http://www2.health.vic.gov.au)
- National Drug Strategy: [www.health.gov.au](http://www.health.gov.au)
- Quit Victoria: <https://www.quit.org.au>
- Raising Children Network: <https://raisingchildren.net.au>
- Tobacco in Australia: <https://www.tobaccoinaustralia.org.au>
- Work Safe Victoria: [Guide for developing a workplace alcohol and other drugs policy](#) (2017)

## Related DSCC Policies

- *Child Safe Environment*
- *Code of Conduct – Employees*
- *Code of Conduct – Parents, Guardians and Volunteers*
- *Complaints and Grievances*
- *Delivery and Collection of Children*
- *Discipline - Employees*
- *Interactions with Children*
- *Occupational Health and Safety*
- *Staffing*

## PROCEDURES

### **The Approved Provider and persons with management or control are responsible for:**

- Providing a safe and healthy environment for educators, staff, contractors, volunteers, students on placement, parents/guardians, children and others attending the programs and activities of DSCC (*Regulation 103, National Law: Section 167*)
- Ensuring that children being educated and cared for by DSCC are provided with an environment that is free from the use of vaping, tobacco/e-cigarettes, illicit drugs and alcohol (*Regulation 82 (1)*)
- Ensuring that a nominated supervisor, early childhood teachers, educators, staff, contractors, volunteers, students on placement at DSCC are not affected by alcohol or drugs, including prescription medication (*refer to Definition*) to impair the person's capacity to supervise or provide education and care to children at DSCC (*Regulation 83 (1)*)
- Developing procedures that include steps to remove an affected staff member from DSCC so they do not further endanger other staff and children. Procedures should provide guidelines to ensure that the staff member is able to get home safely and outline steps for initiating police or ambulance intervention if the situation cannot be safely managed at the workplace level (*refer to Code of Conduct Policy and Compliments and Complaints Policy*) (*National Law: Section 167*)
- Developing, updating and reviewing the *Tobacco, E-Cigarettes, Alcohol and other Drugs Policy* in collaboration with the nominated supervisor, early childhood teachers, educators/staff, parents/guardians, children and others involved at DSCC
- Providing the nominated supervisor, early childhood teachers, educators, staff, contractors, volunteers, students and families with information about policy requirements, with opportunities to provide feedback and input.
- Considering diversity and cultural practices when implementing this policy and tobacco, e-cigarettes, alcohol and other drugs initiatives.
- Ensuring the *Tobacco, E-cigarettes, Alcohol and other Drugs Policy* is included in educator and staff induction/orientation
- Preventing and managing risks associated with the use of alcohol and other drugs.
- Monitoring the health and safety of early childhood teachers, educators, staff, contractors, volunteers, students on placement, parents/guardians and children.
- Providing staff who identify as having an alcohol and/or other drugs problem referrals to professional assistance
- Ensuring there is a smoke and vape free zone (*refer to Definition*) within four metres of the entrance to DSCC premises, and within ten metres of children's outdoor play areas
- Ensuring that there is smoke and vape free signage that can be easily seen and understood by the whole community
- Ensuring that all service events, on and off site, are smoke, vape and drug-free.
- If there is alcohol at a staff or family events, ensuring all legal requirements related to the sale and supply of alcohol are met and that responsible consumption of alcohol is promoted.
- Ensuring that the nominated supervisor, early childhood teachers, educators, staff, families and visitors adhere to legislation and DSCC policies related to smoke and vape-free areas and are asked not to smoke in sight of children

- Encouraging the nominated supervisor, early childhood teachers, educators and staff who smoke or vape to take appropriate hygiene measures after smoking so that children are not exposed to second-hand (*refer to Definition*) and third-hand smoke (*refer to Definition*) (*refer to Hygiene Policy*)
- Not consuming or being under the influence of alcohol or affected by drugs when attending DSCC
- Ensuring the consumption of alcohol as a part of events, celebrations, awards, gifts and fundraising is done so responsibly
- Supporting the nominated supervisor, early childhood teachers, educators, staff and families who want to quit smoking, vaping, drinking or using other drugs to access appropriate agencies and maintaining confidentiality
- Taking reasonable care for their own health and safety in the workplace, and the health and safety of others who may be affected by their acts or omissions (*OHS Act section 25(1)(a) and (b)*).

**The DSCC Director, nominated supervisor and persons in day-to-day charge are responsible for:**

- Providing a safe and healthy environment for educators, staff, contractors, volunteers, students on placement, parents/guardians, children and others attending the programs and activities of DSCC (*Regulation 103, National Law: Section 167*)
- Ensuring that children being educated and cared for by DSCC are provided with an environment that is free from the use of vaping, tobacco/e-cigarettes, illicit drugs and alcohol (*Regulation 82 (1)*)
- Ensuring that a nominated supervisor, early childhood teachers, educators, staff, contractors, volunteers, students on placement at DSCC are not affected by alcohol or drugs, including prescription medication (*refer to Definition*) to impair the person's capacity to supervise or provide education and care to children at DSCC (*Regulation 83 (1)*)
- Not consuming alcohol or be affected by alcohol or drugs (including prescription medication) that impairs capacity to supervise or provide education and care to the children (*Regulation 83 (2) (a) (b)*)
- Developing procedures that include steps to remove an affected staff member from DSCC so they do not further endanger other staff and children. Procedures should provide guidelines to ensure that the staff member is able to get home safely and outline steps for initiating police or ambulance intervention if the situation cannot be safely managed at the workplace level (*refer to Code of Conduct Policy and Compliments and Complaints Policy*) (*National Law: Section 167*)
- Providing the nominated supervisor, early childhood teachers, educators, staff, contractors, volunteers, students and families with information about policy requirements, with opportunities to provide feedback and input
- Considering diversity and cultural practices when implementing this policy and tobacco, e-cigarettes, alcohol and other drugs initiatives
- Ensuring the *Tobacco, E-cigarettes, Alcohol and other Drugs Policy* is included in educator and staff induction/orientation
- Preventing and managing risks associated with the use of alcohol and other drugs
- Monitoring the health and safety of early childhood teachers, educators, staff, contractors, volunteers, students on placement, parents/guardians and children
- Providing staff who identify as having an alcohol and/or other drugs problem referrals to professional assistance
- Ensuring there is a smoke and vape free zone (*refer to Definition*) within four metres of the entrance to DSCC premises, and within ten metres of children's outdoor play areas
- Ensuring that there is smoke and vape free signage that can be easily seen and understood by the whole community
- Ensuring that all service events, on and off site, are smoke, vape and drug-free

- If there is alcohol at a staff or family events, ensuring all legal requirements related to the sale and supply of alcohol are met and that responsible consumption of alcohol is promoted
- If external organisations use the premises, including construction and maintenance personnel, ensure they are aware the service premises are smoke and vape-free, drug-free and alcohol free.
- Ensuring that the nominated supervisor, early childhood teachers, educators, staff, families and visitors adhere to legislation and DSCC policies related to smoke and vape-free areas and are asked not to smoke in sight of children
- Encouraging the nominated supervisor, early childhood teachers, educators and staff who smoke or vape to take appropriate hygiene measures after smoking so that children are not exposed to second-hand (*refer to Definition*) and third-hand smoke (*refer to Definition*) (*refer to Hygiene Policy*)
- Not consuming or being under the influence of alcohol or affected by drugs when attending DSCC
- Ensuring the consumption of alcohol as a part of events, celebrations, awards, gifts and fundraising is done so responsibly
- Supporting the nominated supervisor, early childhood teachers, educators, staff and families who want to quit smoking, vaping, drinking or using other drugs to access appropriate agencies and maintaining confidentiality
- Taking reasonable care for their own health and safety in the workplace, and the health and safety of others who may be affected by their acts or omissions (*OHS Act section 25(1)(a) and (b)*).

**Early childhood teachers, educators, volunteers, students and all other staff are responsible for:**

- Ensuring that children being educated and cared for by DSCC are provided with an environment that is free from the use of vaping, tobacco/e-cigarettes, illicit drugs and alcohol (*Regulation 82 (1)*)
- Not consuming alcohol or be affected by alcohol or drugs (including prescription medication) that impairs capacity to supervise or provide education and care to the children (*Regulation 83 (2) (a) (b)*)
- Providing the educators, staff, contractors, volunteers, students and families with information about policy requirements, with opportunities to provide feedback and input
- Considering diversity and cultural practices when implementing this policy and tobacco, e-cigarettes, alcohol and other drugs initiatives
- Taking appropriate hygiene measures after smoking so that children are not exposed to second-hand (*refer to Definition*) and third-hand smoke (*refer to Definition*) (*refer to Hygiene Policy*)
- Not consuming or being under the influence of alcohol or affected by drugs when attending DSCC.
- Ensuring the consumption of alcohol as a part of events, celebrations, awards, gifts and fundraising is done so responsibly
- Guiding age-appropriate, sensitive discussions about health issues related to vaping, tobacco, e-cigarettes, alcohol and drug use as opportunities arise (e.g. if a child is pretending to smoke)
- Engaging in professional development and resources that guide age-appropriate, sensitive discussions about health issues related to vaping, tobacco, e-cigarettes, alcohol and drug use as opportunities arise
- Taking reasonable care for their own health and safety in the workplace, and the health and safety of others who may be affected by their acts or omissions (*OHS Act section 25(1)(a) and (b)*)

**Parents/guardians are responsible for:**

- Not consuming or being under the influence of alcohol or affected by drugs when attending Dawson Street Child Care Co-operative Centre.
- While attending events, celebrations, awards, gifts and fundraising associated with the Dawson Street Child Care Co-operative, consume alcohol responsibly and if using cigarettes or vaping do so at least 10metres away from the event, ensuring that children and other attendees of the event aren't exposed to second hand smoke during or upon your return to the event.
- Refraining from smoking in the car with children under the age of 18
- Considering and being respectful of diversity and cultural practices in relation to the consumption of tobacco, e-cigarettes, alcohol and other drug.

**EVALUATION**

In order to assess whether the values and purposes of the policy have been achieved, the approved provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk.

**ATTACHMENTS**

- NIL

Date Reviewed	Details of Changes (if any)	Date of Next Review
July 2024	Inception of the Policy	July 2027