

TOBACCO, ALCOHOL AND OTHER DRUGS POLICY

Policy Number	P-Q2-B004	Version Number	1.00
Drafted by	Director of Education	Approved Date: Review Date:	May 2025 May 2026
Responsibility	The Board of Bubup Womindjeka Family and Children's Centre Association (Inc.)		
Related Service Policies	<ul style="list-style-type: none"> ▪ Code of Conduct Policy ▪ Child Safe Environment Policy ▪ Complaints and Grievances Policy 	<ul style="list-style-type: none"> ▪ Delivery and Collection of Children Policy ▪ Interactions with Children Policy ▪ Occupational Health and Safety Policy ▪ Staffing Policy 	
Legislation and Standards	<ul style="list-style-type: none"> ▪ 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) 		
Sources	<ul style="list-style-type: none"> ▪ Alcohol and Drug Foundation: https://www.adf.org.au ▪ Cancer Council Victoria: https://www.cancervic.org.au ▪ Quit Victoria: https://www.quit.org.au ▪ Raising Children Network: https://raisingchildren.net.au ▪ Tobacco in Australia: https://www.tobaccoinaustralia.org.au ▪ Health. Vic: https://www2.health.vic.gov.au ▪ Work Safe Victoria: Guide for developing a workplace alcohol and other drugs policy (2017) 		

AUTHORISATION

This policy was adopted by the Bubup Womindjeka Family and Children's Centre Board of Governance on 19th May 2021.

PURPOSE

This policy provides guidelines to enable Bubup Womindjeka Family and Children's Centre to:

- provide a safe environment for all children which ensures their safety, health and wellbeing
- promote a cultural of health and wellbeing of all staff, children and families
- improve educational health and wellbeing outcomes for all children and families
- provide access to information on quitting smoking, alcohol and other drug use and promote the health benefits of avoiding these behaviours.

PRINCIPLES

Bubup Womindjeka Family and Children's Centre is committed to:

- ensuring a smoke-free and drug-free environment for children, families, educators, staff, volunteers and visitors
- promoting responsible alcohol consumption to our service community
- encouraging educators and staff to build on opportunistic learning moments with children
- providing information to educators, staff and families about the health benefits of not smoking or taking drugs, and responsible alcohol consumption.

SCOPE

This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Persons in Day to Day Charge, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Bubup Womindjeka Family and Children's Centre.

DEFINITIONS

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.

Notifiable complaint: A complaint that alleges a breach of the Act or Regulation, or alleges that the safety, health or wellbeing of a child at the service may have been compromised. Any complaint of this nature must be reported by the Nominated Supervisor to the secretary of DET within 24 hours of the complaint being made (Section 174(2) (b), Regulation 176(2) (b)). Written notification of complaints must be submitted via the ACECQA portal National Quality Agenda (NQA) IT System. If the Nominated Supervisor is unsure whether the matter is a notifiable complaint, it is good practice to contact DET for confirmation.

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.

Reportable incidents: Under the Occupational Health and Safety Act 2004 (OHS Act), employers and self-employed persons must notify WorkSafe immediately after becoming aware an incident has occurred.

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 prevention: Involves guided age-appropriate, sensitive discussions about health issues related to tobacco as opportunities arise.

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.

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 tobacco smoking on an individual's health are well documented. Second-hand smoke (refer to Definition) and third-hand smoke (refer to Definition) 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 Definition) and third-hand smoke (refer to Definition) 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, 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 on.

ROLE RESPONSIBILITIES

The Approved Provider (Board of Governance) is responsible for:

The Bubup Womindjeka Family and Children's Centre Board is the Approved Provider and has ultimate responsibility for the management and control of the service.

The Board delegates operational responsibility and day to day management of the service to the Nominated Supervisor and monitors the performance of the organisation, including responsibilities contained in this policy, through regular reporting and by ensuring appropriate resources are available to carry out the organisation's functions.

The 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 Bubup Womindjeka Family and Children's Centre
- ensuring that children being educated and cared for by Bubup Womindjeka Family and Children's Centre are provided with an environment that is free from the use of tobacco, 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))
- ensuring that educators, staff, contractors, volunteers, students on placement at Bubup Womindjeka Family and Children's Centre are not affected by alcohol or drugs, including prescription medication (refer to Definition) so as to impair the person's capacity to supervise or provide education and care to children being educated and cared for by the service (Regulation 83 (1)) (refer to Code of Conduct Policy)
- 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)).
- developing, updating and reviewing the Tobacco, Alcohol and other Drugs Policy in collaboration with the educators, staff, parents/guardians, children and others involved at Bubup Womindjeka Family and Children's Centre
- considering diversity and cultural practices when implementing this policy and tobacco, alcohol and other drug initiatives
- ensuring the Tobacco, 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 educators, staff, contractors, volunteers, students on placement, parents/guardians and children
- providing information and training to educators and staff, including information and training on tobacco, alcohol and other drugs
- ensuring there is smoke free zone (refer to Definition) within four metres of the entrance to Bubup Womindjeka Family and Children's Centre premises, and within 10 meters of children's outdoor play areas
- providing staff who identify as having an alcohol and/or other drugs problem referrals to professional assistance, or the Employee Assistance Program
- ensuring that there is smoke-free signage that can be easily seen and understood by the whole community
- ensuring that all service events, on and off site, are smoke-free and drug-free
- if there is alcohol at a staff or family event, 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, a formal agreement ensuring that the service premises are smoke-free, drug-free and responsible alcohol consumption is promoted.
- providing educators, staff, contractors, volunteers, students on placement and families with information about policy requirements, with opportunities to provide feedback and input.

- ensuring educators, staff, families and visitors adhere to legislation and Bubup Womindjeka Family and Children's Centre policies related to smoke-free areas and are asked not to smoke in sight of children.
- encouraging the educators and staff who smoke to take appropriate hygiene measures after smoking so that children are not exposed to second-hand (see Definition) and third-hand smoke (see Definition) (refer to Hygiene Policy)
- encouraging the educators, staff and families to drink responsibly and refrain from taking drugs, particularly while around children
- not encouraging the consumption of alcohol as a part of events, celebrations, awards, gifts and fundraising. If alcohol is present at staff or family events, all legal requirements related to the sale or supply of alcohol are met, and responsible consumption is promoted.
- supporting the educators, staff and families who want to quit smoking, drinking or using other drugs to access appropriate agencies.
- providing resources about the health risks related to smoking, excessive drinking and taking drugs to educators and staff.
- providing information about health risks related to smoking, excessive drinking and using other drugs to families and community members, including information about accessing support services.
- ensuring that partnerships are established with relevant organisations and health professionals to support smoke-free, drug-free and responsible consumption of alcohol initiatives where appropriate.
- ensuring that there are no partnerships with organisations that market or supply alcohol or tobacco.

Educators and other staff are responsible for:

- providing a safe and healthy environment for other educators, staff, contractors, volunteers, students on placement, parents/guardians, children and others attending the programs and activities of Bubup Womindjeka Family and Children's Centre
- ensuring that children being educated and cared for by Bubup Womindjeka Family and Children's Centre are provided with an environment that is free from the use of tobacco, illicit drugs and alcohol (Regulation 82 (1))
- not consuming alcohol or being affected by alcohol or drugs (including prescription medication) that impairs their capacity to supervise or provide education and care to the children at Bubup Womindjeka Family and Children's Centre (Regulation 83 (1))
- 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)).
- participating in developing, updating, and reviewing the Tobacco, Alcohol and other Drugs Policy in collaboration with the Nominated Supervisor.
- implementing appropriate hygiene measures after smoking so that children are not exposed to second-hand (see Definition) and third-hand smoke (see Definition) (refer to Hygiene Policy)
- guiding age-appropriate, sensitive discussions about health issues related to tobacco, alcohol and drug use as opportunities arise (e.g. if a child is pretending to smoke).
- ensuring families and visitors adhere to legislation and Bubup Womindjeka Family and Children's Centre policies related to smoke-free areas and are asked not to smoke in sight of children.
- encouraging families to drink responsibly and refrain from taking drugs, particularly while around children
- not encouraging the consumption of alcohol as a part of events, celebrations, awards, gifts and fundraising. If alcohol is present at staff or parent events, all legal requirements related to the sale or supply of alcohol are met, and responsible consumption is promoted.
- supporting families who want to quit smoking, drinking or using other drugs to access appropriate agencies
- engaging in professional development and resources that guide age-appropriate, sensitive discussions about health issues related to tobacco, alcohol and drug use as opportunities arise.

Parents/guardians are responsible for:

- reading and complying with this policy
- not consuming or being under the influence of alcohol or affected by drugs when attending Bubup Womindjeka Family and Children's Centre
- refraining from smoking in the car with children under the age of 18

- participating in the Tobacco, Alcohol and other Drugs Policy development and/or review.

Volunteers and students, while at the service are responsible for following this policy and its procedures.

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Nominated Supervisor 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
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

ATTACHMENTS

Relevant Forms/Documents

Version History			
Date	Version	Author/s	Details
May 2021	1.00	Director of Education	New Policy
April 2022	1.00	Director of Education	Policy Reviewed, no changes made.
April 2023	1.00	Director of Education	Policy Reviewed, no changes made.
May 2024	1.00	Director of Education	Policy Reviewed, no changes made.
May 2025	1.00	Director of Education	Policy reviewed, no changes made.