

POLICY: 6.5 Tobacco, Alcohol and Drug -Free Environment

Procedure: 6.13 Tobacco, Alcohol and Drug -Free Environment

This procedure aims to ensure that the Service provides a suitably healthy and safe environment, where children are not exposed to tobacco, drugs, alcohol or persons under the effect of tobacco, drugs or alcohol.

6.13.1 Linking to Policy

This procedural guidance should be read in conjunction with the Service **6.5 Tobacco, Alcohol and Drug Free Environment Policy** and will assist the Approved Provider, Management, Staff (Nominated Supervisors, Coordinators, and Administrative Staff members) Educators, Educator Assistants and parents/guardians to implement the policy. The procedure covers:

[6.13.2 Legislative Requirement](#)

[6.13.3 Role and Responsibilities](#)

[6.13.4 Educators Residence](#)

6.13.2 Legislative Requirement

The Education and Care Services National Regulations 2011 (Regulation 82 and 83) states:

R. 82 (1) The approved provider of an education and care service must ensure that children being educated and cared for by the Service are provided with an environment that is free from the use of tobacco, illicit drugs and alcohol.

R.82 (2) A Family Day Care Educator must ensure that children being educated and cared for by the Educator as part of the Service are provided with an environment which is free from the use of tobacco, illicit drugs and alcohol.

And;

R. 83 (1) The approved provider of an education and care service must ensure that a nominated supervisor or a staff member of, or volunteer at, the Service is not affected by alcohol or drugs (including prescription medication) 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.

R. 83 (2) A Nominated Supervisor must not, while providing education and care for children as part of a Family Day Care Service consume alcohol or be affected by drugs (including prescription medication) so as to impair his or her capacity to provide education and care to the children.

R.83 (3) A Family Day Care Educator must not, while providing education and care for children as part of a Family Day Care Service consume alcohol or be affected by drugs (including prescription medication) so as to impair his or her capacity to provide education and care to the children.

6.13.3 Roles and Responsibilities

Nominated Supervisor will:

- During the recruitment and induction process of Educators ensure they are aware of their obligations to provide a tobacco, drug and alcohol-free environment.
- During the recruitment and induction process of Educators ensure they are aware of their obligations to inform their family members and visitors of the tobacco, drug and alcohol-free environment.
- Undertake a home safety assessment to ensure all alcohol and drugs (prescription and non-prescription drugs) are kept in a locked cupboard or out of reach or sight of children.
- During the recruitment and induction process of all staff at the Coordinator unit ensure they are aware of their obligations to provide a tobacco, drug and alcohol-free environment.
- During the enrolment of children to the Service, inform the parents/guardians that each Educator's residence is a tobacco, drug and alcohol-free environment.

The Approved Provider, Nominated Supervisor, Coordination Unit staff, Educator and Educator Assistants will:

- Not smoke while children are in care.
- Not be affected by alcohol or drugs, including prescription drugs, which impair their capability to provide care and education to the children.
- Use best endeavours to ensure children in care are not exposed at any time to tobacco smoke, alcohol or illicit drugs.

6.13.4 Educator's Residence

The Educator (and Educator Assistant) will:

- Ensure no person at the family day care Educator's residence and/or venue smokes, takes illicit drugs or drinks alcohol on the premises during care hours.
- Ensure all alcohol will be placed in a cupboard or storage unit that is locked and out of the reach of children.
- Inform families and visitors to the residence and/or venue of the tobacco, drug and alcohol-free environment.
- Inform the Service Nominated Supervisor of any medication the Educator takes regularly.
- Ensure no smoking within 5 metres of their early childhood education and care residence and, outside of designated areas where possible.

Review

	Date	Details
Revision 00	07/2015	Original Policy Issued
Revision 01	12/2016	Reviewed
Revision 02	08/2017	Reviewed
Revision 03	10/2020	Reviewed and separated from policy

Related Documents

Policies

6.5 Tobacco, Alcohol and Drug-Free Environment Policy

Reference

Refer to 6.5 Tobacco, Alcohol and Drug -Free Environment Policy
Queensland Health, Tobacco Laws retrieved 29th December 2019
<https://www.qld.gov.au/health/staying-healthy/atods/smoking/laws>