

6.5 Tobacco, Alcohol and Drug Free Environment Policy

1. Purpose

My Place Family Day Care 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.

2. Scope

This policy applies to all Service staff, students, volunteers, Educators, Educator Assistants, all people residing or visitors to the Educator's residence, parents and children.

3. Definitions

Approved Provider: Inala Community House (ICH) has approval from the Federal Government to operate an approved FDC service.

Service: My Place Family Day Care, whose Approved Provider is Inala Community House.

Parent/Guardian: The person responsible for the payment of fees and who is paid the Child Care Subsidy. Referred to as the Parent/s. **PLEASE NOTE: does not include a parent who is prohibited by a court order from having contact with the child**

Educator: A suitably qualified person who is registered with the Service.

4. Policy

My Place Family Day Care ensures all children who are cared for as part of the Service, have an environment that is free from tobacco, drugs, alcohol and mind-altering substances.

The use of or being intentionally being under the influence of alcohol, drugs or mind-altering substances (recreational, prescription or over the counter) at the Service and whilst children are in care will not be tolerated.

Any Educator found to be in breach of this policy will be ceased immediately. Any breach will result in termination of the Educator's registration as a member of My Place Family Day Care, and the grievance procedures set out in this service policy manual will not apply.

4.1 Tobacco, Drug and Alcohol-Free Environment

Educators and Educator Assistants will provide an environment that is free from anyone consuming or using tobacco, illicit drugs, mind-altering substances and alcohol.

Educators or Educator Assistants caring for the children will not be under the influence of alcohol or consume alcohol while providing education and care.

Educators and Educator Assistants will not be affected by drugs (including prescription or over the counter medication) so as to impair his/her capacity to provide education and care to the children.

Educators and Educator Assistants will ensure no visitor or person residing at the Educator's residence is under the influence of alcohol, tobacco or drugs (illicit, prescribed or over the counter) which pose a risk to children.

Educators will ensure all that alcohol, tobacco and illicit or prescribed drugs are kept in a locked cupboard and therefore inaccessible to children being provided with education and care by the Service.

The Service will ensure parents are aware of the tobacco, alcohol and drug free environment policy at enrolment.

5. Review

This policy remains in effect unless otherwise determined by resolution of the Board of Directors. This policy will be reviewed every two years or sooner as required

	Date	Details
Revision 00	07/2015	Original Policy Issued
Revision 01	12/2015	Reviewed
Revision 02	08/2017	Reviewed
Revision 03	12/2019	Reviewed
Revision 04	01/2021	Reviewed

6. Related Documents

Policies

- 4.5 Acceptance and Refusal Policy
- 7.1 Child Safe Environment Policy

Procedures

- 6.15 Tobacco, Alcohol and Drug Free Environment Procedure

Forms

Home Safety Checklist

References

ACECQA. Guide to National Quality Framework 2018,
<https://www.acecqa.gov.au/nqf/about/guide>

KidsafeSA (2014). Family Day Care Safety Guidelines (6th Edition), retrieved 20th October 2019 from
http://www.kidsafesa.com.au/_files/f/11828/Kidsafe_Family_Day_Care_Safety_Guidelines_2014.pdf

[Kidsafe Qld Fact Sheet – Tobacco Smoke Exposure](#) (2017), retrieved October 2019

Education and Care Services National Law 2010, 3(2)(a) and 3(3)(f). s.167

Education and Care Service National Regulation 2011

R. 82 Tobacco, drug and alcohol-free environment

R.83 Staff members and family day care educators not to be affected by alcohol or drugs

R.99 Children leaving the education and care service premises