

## Smoking, Vaping, Drug and Alcohol-Free Environment Policy

### 1. Purpose

Inala Community House (ICH) as the Approved Provider of My Place Family Day Care (FDC), is committed to complying with Education and Care Services National Regulations and ensuring that the family day care environment is free from the use of tobacco, illicit drugs and alcohol (R.82), along with vaping substances and vaping devices. ICH will also ensure that staff, Educators and volunteers at the service are 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).

In alignment with the National Regulations, the purpose of this policy is to:

- Provide information on the requirement to keep family day care environments free of, tobacco, vaping substances and devices, alcohol, and drugs at all times.
- Inform staff, Educators, volunteers and visitors about what is and what is not acceptable behaviour in relation to the use of tobacco, vaping substances and devices, alcohol and other drugs.

### 2. Scope

This policy applies to all My Place FDC Nominated Supervisors, Coordinators, Educators, Educator Assistants, administrative staff, parents, authorised nominees and children in care.

### 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: this does not include a parent who is prohibited from having contact with the child by an order of a court, tribunal or department responsible for Child Safety.

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

**Alcohol:** Examples include beer, wine, spirits.

**Under the Influence:** Includes a person who has taken drugs or alcohol that interferes with sound judgement and acceptable behaviour that may impair mental and physical ability to perform their duties safely.

**Illegal Drugs:** Drugs such as cannabis, amphetamines, ecstasy, cocaine and heroin.

**Prescription Drugs (medication):** A drug that can be dispensed upon presentation of a medical prescription. Prescribed and over the counter medications that may affect the mental and physical ability of the person to perform their duties safely.

**Illicit Drugs:** Includes illegal drugs, prescription medicines that have been obtained illegally or are not being used for medicinal purposes and other substances that are being used inappropriately — for example, sniffing glue or inhaling paint thinner.

**E-Cigarettes (Vaping):** Battery-powered devices called e-cigarettes are utilised to heat a liquid substance that generates a vapor, which is then inhaled, thus imitating the smoking process.

## 4. Policy

My Place FDC recognises its responsibilities in relation to ensuring all children cared for as part of the Service, have an environment that is free from tobacco, vaping substances and devices, drugs, alcohol and mind-altering substances. The use of or being intentionally 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.

To maintain the ongoing health and wellbeing of children, families, Educators and community members, My Place FDC Educators must at all times provide a suitably healthy and safe environment where children are not exposed to tobacco, vaping substances or devices, drugs, alcohol, or any persons under the influence of tobacco, vaping substances and devices, drugs or alcohol.

## 5. Responsibilities

### **Coordination Team (Approved Provider, Nominated Supervisor, Coordinator/s):**

- Undertake a home safety assessment to ensure all alcohol and drugs (prescription and nonprescription drugs) are kept in a locked cupboard or out of reach or sight of children.
- Ensure that children being educated and cared for by the service are provided with an environment free from the use of tobacco, vaping substances and devices, illicit drugs and alcohol.
- 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.
- During the recruitment and induction process with Educators and their family members, ensure they are aware of their obligations to provide an environment that is free from tobacco, vaping substances and devices, illegal and illicit drugs and alcohol and discuss strategies for smokers, where relevant.
- During the enrolment of children to the Service, inform the parents/guardians that each Educator's residence is an environment free from tobacco, vaping substances and devices, illegal and illicit drugs and alcohol.
- Through routine and unannounced monitoring visits, ensure the family day care environment is free from tobacco, vaping substances and devices, illegal and illicit drugs and alcohol.
- Ensure clear signage at the Service office to advise of the no-smoking/vaping requirements.

### **Educators/Educator Assistants/Relief Educators**

- Inform the Coordination Team of any prescription medication the Educator takes on a regular basis.
- Must not, while providing education and care for children as part of the Service consume alcohol or be affected by drugs (including prescription medication) so as to impair their capacity to care for children
- Ensure no person at the FDC residence smokes, vapes, takes illegal or illicit drugs or drinks alcohol on the premises during the hours family day care is being provided.
- Ensure any tobacco, vaping substances and devices, drugs (including prescription medication) and alcohol in the residence are inaccessible to children while they are being educated and cared for.
- Inform families and visitors that the FDC residence environment is free from tobacco, vaping substances and devices, illegal or illicit drugs and alcohol and ensure they adhere to these requirements.
- Ensure that anyone suspected of contravening this policy is leaves the premises immediately.
- Provide a smoke free environment in their cars for family day care children
- Use best endeavours to ensure children in care are not exposed at any time to tobacco smoke, vaping substances and devices, alcohol or illegal and illicit drugs.
- Ensure signage is visible at the sign in area to advise of the no-smoking/vaping requirements.

### **Families**

- Read and comply with this policy and procedure.
- Not consume or be affected by alcohol, tobacco, vaping substances and devices or other drugs when attending a family day care Educator's residence.
- Comply with the prohibition on all tobacco and vaping substances and devices at any family care residence.
- Not authorise another person to come to the FDC residence whilst they are under the influence of alcohol, tobacco, vaping substances and devices or other drugs. This could result in a refusal to allow them to collect the child or/and intervention by calling the police.
- Ensure children's clothing, bags, bedding and belongings are free from residue/ odour of tobacco smoke or vaping substances and devices.

## **6. Review**

This policy shall be reviewed at a minimum every two years.

This policy remains in effect unless otherwise determined by resolution of the Board of Directors.

	<b>Date</b>	<b>Details</b>
V1.0	07/2015	Original policy issued
V2.0	12/2015	Reviewed
V3.0	08/2017	Reviewed
V4.0	12/2019	Reviewed
V5.0	10/2020	Reviewed and procedure separated from policy
V6.0	01/2021	Reviewed

V7.0	18/08/2025	Reviewed and updated policy to include new requirements relating to vaping. Also separated out procedure from policy.
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## 7. Related Documents

### Policies

6.1 Child Safe Environment Policy

8.1 Assessment and Selection of Educators and Educator Assistants Policy

### Procedures

Smoking, Vaping, Drug and Alcohol-Free Environment Procedure

6.1 Assessment of Educator's Residence Procedure

6.6 Providing a Child Safe Environment Procedure

8.1 Assessment and Selection of Educators Procedure

8.2 Assessment and Selection Educator Assistant Procedure

8.3 Assessment of Fitness and Suitability of Adults Residing at the Educators Residence

### References

Education and Care Services National Law 2010:

- S. 167 Offence relating to protection of children from harm and hazard

Education and Care Services National Regulations:

- 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.168 Education and care service must have policies
- R.169 Additional policies and procedures – family day care
- R.170 Policies and procedures to be followed

ACECQA, Guide to the National Quality Framework, 2018, Chapter 2 The National Quality Standards:

- Quality Area 2 - Children's Health and Safety
- Quality Area 3 – Physical Environment
- Quality Area 7 - Leadership and Management

Additional Regulatory Context and Guidance:

- Smoking laws in Queensland - <https://www.health.qld.gov.au/public-health/topics/atod/tobacco-laws>