



Policy and Procedures Tobacco, Alcohol and other drugs

Purpose

The educators, staff and management acknowledge the importance in reducing harm from tobacco, alcohol and other drugs. Providing a smoke-free and drug-free environment and promoting responsible alcohol consumption contributes to the overall health and wellbeing of the children, staff and families related to the service.

This policy confirms our commitment to:

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

As a health promoting service, we will provide a smoke-free and drug-free environment for children, educators, staff and families, and promote responsible alcohol consumption through learning, policies, creating a safe and healthy physical and social environment and developing community links and partnerships.

Policy statement

Background

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.

Whole service engagement

It is recognised that every member of the service impacts on the children's health and can contribute to creating a healthy environment that is smoke-free and drug-free and promotes responsible alcohol consumption. All members of our service, including educators, staff, children, families and volunteers, will be supported to meet this policy.

Definitions

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.



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

Drug: Refers to any substance taken to change the way the body and/or mind functions.¹

Alcohol: A depressant drug that slows down activity in the central nervous system.¹

Procedures and responsibilities

Leadership and commitment

- Educators, staff, families and children are active participants in the development and implementation of the whole service tobacco, alcohol and other drugs policy.
- Educators, staff and families are provided with information about policy requirements, with opportunities to provide feedback and input.

Healthy physical environment

- There is smoke-free signage that can be easily seen and understood by the whole community.
- All events, on and off site, are smoke-free and drug-free.
- If there is alcohol at a staff or family event, management ensures all legal requirements related to the sale and supply of alcohol are met. Responsible consumption of alcohol is promoted.
- If external organisations use the premises, a formal agreement ensures the service premises are smoke-free, drug-free and responsible alcohol consumption is promoted.

Healthy culture

- Diversity and cultural practices are considered when implementing this policy and tobacco, alcohol and other drug initiatives.
- Staff, educators, families and visitors are required to adhere to legislation and service policies related to smoke-free areas and are asked not to smoke in sight of children.
- Staff and educators who smoke are encouraged to take appropriate hygiene measures after smoking so that children are not exposed to second-hand smoke.
- Staff, educators and families are encouraged to drink responsibly and refrain from taking drugs, particularly while around children.
- The service avoids encouraging the consumption of alcohol as a part of events, celebrations, awards, gifts and fundraising.

Child teaching and learning

- Educators will guide 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).

¹ Australian Drug Information Network, 2012, Glossary <http://www.adin.com.au/glossary>.



- Professional development and resources are provided to educators and staff to help them guide age-appropriate, sensitive discussions about health issues related to tobacco, alcohol and drug use as opportunities arise.

Supported staff and educators

- Educators and staff who want to quit smoking, drinking or using other drugs are supported and referred to appropriate agencies.
- Tobacco, alcohol and other drug policy requirements are included in educator and staff induction/orientation.
- Resources about the health risks related to smoking, excessive drinking and taking drugs are available to educators and staff.

Families and community partnerships

- Information about health risks related to smoking, excessive drinking and using other drugs is available for families and community members, including information about accessing support services.
- Partnerships are established with relevant organisations and health professionals to support smoke-free, drug-free and responsible consumption of alcohol initiatives where appropriate.
- There are no partnerships with organisations that market or supply alcohol or tobacco.

Relevant legislation and policy documents

- [Tobacco Act 1987](#)
- [Education and Care Services National Law Act 2010](#)
- [Education and Care Services National Regulations 2011](#)
- [Child Wellbeing and Safety Act 2005 \(Vic\) \(Part 2: Principles for children\)](#)
- [ACECQA National Quality Standard 2018 – Quality Area 2](#)
- [Liquor Control Reform Act 1998](#)

BREACH OF THIS POLICY

Any educator or staff found to have violated this policy may be subject to disciplinary action and may result in termination as appropriate

References:

The Alcohol and Drug Foundation <http://adf.org.au/home/family/early-childhood/>

Australian Children's Education & Care Quality Authority:

<http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-Kit/NQF-Resource-02-Guide-to-ECS-Law-Regs.pdf>

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