

## TOBACCO, ALCOHOL AND OTHER DRUGS POLICY

Policy number	47	Version	V1.0
Responsible person	CFC Executive Director	Approved by CoM on	
Scheduled review date	May 2023		

### PURPOSE

This policy will outline the procedures to:

- provide an environment free of tobacco, alcohol and other drugs for all attending or visiting Craig Family Centre (CFC) through learning, policies, creating a safe and healthy physical and social environment and developing community links and partnerships;
- encourage staff to build on opportunistic learning moments with children; and
- where appropriate, provide information to staff and families about the health benefits of not using tobacco, alcohol and other drugs.

### POLICY STATEMENT

#### 1. VALUES

The CFC is committed to providing a safe and healthy environment for all CFC employees, contractors, students on placement, volunteers, parents/guardians, children and others attending Craig Family Centre programs and activities.

#### 2. SCOPE

This policy applies to the CFC's employees, contractors, students on placement, volunteers, parents/guardians, children and others attending Craig Family Centre programs and activities.

#### 3. BACKGROUND

The key to control of tobacco, alcohol and other drugs is prevention and education. 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.

Commencing 1 July 2017, new smoking bans were implemented. Smoking (including vaping and other e-nicotine devices) is banned, under the *Tobacco Act 1987 (Vic)*, within the grounds of all Victorian childcare centres, kindergartens, preschools and primary and secondary schools. Smoking is also banned within four metres of any part of a pedestrian access point (entrance) to the premises. The ban applies to childcare, kindergartens and preschools only while they are being used to provide a children's service or an education and care service. Such premises are required to install acceptable 'no smoking' signs at entrances (pedestrian access points). These bans are important as they protect children and young people from the dangers of second-hand smoke, denormalise smoking behaviour and discouraging children from taking up smoking but role modelling healthy behaviours.

#### Legislation and standards

Relevant legislation and standards include but are not limited to:

- *Child Safety and Wellbeing Act 2005 (Vic)*
- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011*



# TOBACCO, ALCOHOL AND OTHER DRUGS PROCEDURES

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- *Liquor Control Reform Act 1998 (Vic)*
- *National Quality Standard, Quality Area 2: Children's Health and Safety*
- *National Quality Standard, Quality Area 3: Physical Environment*
- *Occupational Health and Safety Act 2004*
- *Tobacco Act 1987 (Vic)*
- *Tobacco Amendment Act 2014 (Vic)*

## 4. DEFINITIONS

The terms defined in this section relate specifically to this policy.

**Alcohol:** a depressant drug that slows down activity in the central nervous system, is capable of being consumed and contains ethanol (ethyl alcohol).

**Drug:** refers to any substance taken to change the way the body and/or mind functions that may cause impaired performance when introduced to the body. Drugs include, but are not limited to, intoxicating products, medication (prescribed and non-prescribed) and illicit substances.

**Smoking:** the inhaling or tasting of smoke produced by burning substances, most commonly tobacco, and the use of e-cigarettes which may also be known as e-cigars, vape pens, vape pipes, e-hookahs, e-shishas and hookah pens.

**Tobacco:** tobacco plant leaf and its products.

## 1. PROCEDURES

### Healthy policies

- CFC is responsible for developing and implementing the *CFC Tobacco, Alcohol and Other Drugs Policy* in consultation with the staff and parents/guardians, and ensuring that it reflects the philosophy, beliefs and values of the service.
- Parents/guardians and staff are provided with access to a copy of the *CFC Tobacco, Alcohol and Other Drugs policy* and are provided with information about policy requirements.
- Information on this policy is included in staff orientation processes.
- Breaches of this policy should be communicated to the Executive Director, who will document the incident and determine the appropriate action.

### Healthy physical environment

- CFC provides a totally smoke-free environment and the service displays appropriate signage.
- All CFC sanctioned events (both on and off premises), including excursions, fetes and celebrations are totally tobacco, alcohol and other drug free.
- Staff, suppliers, providers of services, and users of service facilities are required to adhere with legislation and service policies related to smoke-free areas.
- Staff who smoke are required to take appropriate hygiene measures after smoking so that children are not exposed to second-hand smoke.
- Staff who take prescription and pharmacy ('over-the-counter') medication must only do so in accordance with instructions from a medical professional.
- Staff must notify the Executive Director of any changes to their health and/or medication which may affect their ability to perform their duties safely.

# TOBACCO, ALCOHOL AND OTHER DRUGS PROCEDURES

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## Healthy culture

- All staff are made aware of the service's expectations regarding positive, respectful and appropriate behaviour, and acceptable responses and interactions when working with children and families to implement this policy (refer to CFC's *Code of Conduct Policy*).
- CFC services avoid encouraging the consumption of alcohol as part of events, celebrations, awards, gifts and fundraising.
- If alcohol is available at a staff event, the Executive Director will ensure all legal requirements related to the sale and supply of alcohol are met and responsible consumption of alcohol is promoted.
- CFC staff who want to quit smoking, drinking or using other drugs are supported and referred to appropriate agencies.
- As role models, CFC staff present tobacco, alcohol and other drug free behaviour in line with this policy.

## Learning and skills

- 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).
- Staff are supported to access resources, tools and professional learning to enhance their knowledge and capacity to provide opportunistic learning about tobacco, alcohol and other drugs education and prevention initiatives.

## Engaging children, staff and families

- Information, ideas and practical strategies are provided to families and staff on a regular basis to promote and support tobacco, alcohol and other drugs free behaviour in the service and at home.
- Information is provided to staff and families about health risk related to smoking, excessive drinking and using other drugs, including information about accessing local support services.
- Wherever possible, CFC will provide information on tobacco, alcohol and other drugs in a variety of languages.
- CFC engages families and staff in tobacco, alcohol and other drug free initiatives.

## Community partnerships

- Partner organisations are required to comply with tobacco, alcohol and other drugs free strategies identified in CFC's *Tobacco, Alcohol and Other Drugs Policy* at service events on and off site.
- CFC will not partner with organisations that market or supply alcohol or tobacco.
- CFC engages local health professionals, services and other organisations to increase staff capacity to deliver and promote tobacco, alcohol and other drugs education and prevention initiatives.

## Parents, carers and families

Parents, carers and families and other service users are responsible for:

- reading and complying with this policy
- reporting any breaches of the policy to the Executive Director.
- abiding by CFC's Code of Conduct

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

## 2. EVALUATION

In order to assess whether the values and purposes of this policy have been achieved, the Craig Family Centre:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness

## **TOBACCO, ALCOHOL AND OTHER DRUGS PROCEDURES**

- 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 unless a lesser period is necessary because of risk.

### **3. RELATED POLICIES**

#### **Craig Family Centre policies**

- *Child Safe Environment Policy*
- *Curriculum Development Policy*
- *Occupational Health and Safety Policy*

### **ATTACHMENTS**

N/A