

# Smoke Free and Alcohol or Substance Abuse Policy

**Reference:** Education (Early Childhood Services) Regulations 2008, regulation 45, 46  
Licensing Criteria for Early Childhood Education and Care Centres 2008, HS33  
Smoke-free Environments Amendment Act 2003

**Rationale:** At Little Explorers we believe that it is vital to provide a safe and healthy environment for the children and team members. This policy aims to promote responsible attitudes toward alcohol and substances in the community and reduce the risk of smoking to staff and children. Little Explorers is a totally smoke-free early childhood service in the buildings and grounds, 24 hours a day. This includes times when the building is used for private functions. This policy applies to staff, parents and visitors.

## Objectives:

- To provide a healthy, safe environment for all staff, children, parents, caregivers and visitors who attend Little Explorers.
- To provide positive smoke free role models for children and the wider community.

## Procedures:

### Smoke free

- All people who apply for positions in the service and existing staff members will be made aware of the policy.
- Clear signs around the premises, particularly the main entrance, will indicate that the centre is smoke-free.
- Any person smoking indoors or within the grounds will be politely requested to extinguish the cigarette or be asked to leave by the 'Person Responsible'.
- The policy will be reviewed as part of the centre's on-going policy review process.

### Alcohol and other substances

- All people who apply for positions in our centre and existing staff will be informed of this policy.
- Alcohol and other substances that have a detrimental effect on a person's functioning or behavior are not permitted on the premises during the hours of operation, 7.30am-5.30pm, Monday to Friday.
- In the event of the staff receiving a bottle of wine as a gift, this is to remain unopened within the operating hours, and then at the end of the day it must be removed from the premises.
- A notice will be displayed on the notice board to inform parents and visitors to the centre that alcohol is not permitted on the premises.
- Intoxicated persons will be asked to leave this includes parents and visitors. Parents/Caregivers that arrive under the influence to pick up a child will be delayed while another parent, guardian or emergency contact will be contacted. In a situation where the child's and/or staff's safety is at risk police will be contacted.

- Staff are not permitted to drink during working hours and will be requested to leave the premises if they arrive at work under the influence of alcohol and substances. Disciplinary action will be taken immediately for breach of employment contract and centre policies.

### **Complaints**

- All complaints regarding this policy will be made to the 'Person Responsible'.
- All complaints will be dealt with by the person responsible.
- The management team will take any action needed if the policy is not followed.

**Approved:** 15/09/07

**Last Reviewed:** 25/05/15