

TOBACCO, E-CIGARETTES, ALCOHOL AND OTHER DRUGS

QUALITY AREA 2. | ELAA version 1.0



PURPOSE

This policy provides guidelines to enable Denzil Don Kindergarten to:

- provide a safe environment for all children which ensures their safety, health and wellbeing
- promote a culture of health and wellbeing for all staff, children and families
- improve educational health and wellbeing outcomes for all children and families
- provide access to information on quitting smoking, vaping, alcohol and other drug use and promote the health benefits of avoiding these behaviours.



POLICY STATEMENT

VALUES

Denzil Don Kindergarten is committed to:

- ensuring a smoke/vape, illicit drug, and alcohol-free environment for children, families, educators, staff, volunteers and visitors
- promoting low-risk alcohol consumption to our service community
- encouraging educators and staff to build on opportunistic learning moments with children
- providing information to educators, staff and families about the health benefits of not smoking, vaping or taking drugs, and responsible low-risk alcohol consumption.

SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children, and others attending the programs and activities of Denzil Don Kindergarten, including during offsite excursions and activities.

RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teachers, educators and all other staff	Parents/guardians	Contractors, volunteers and students
R indicates legislation requirement, and should not be deleted					
Providing a safe and healthy environment for educators, staff, contractors, volunteers, students on placement, parents/carers, children and others attending the programs and activities of the service (Regulation 103 , National Law: Section 167)	R	R			

Ensuring children being educated and cared for by the service are provided with an environment that is free from vaping, tobacco/e-cigarettes, illicit drugs and alcohol (Regulation 82 (1))	R	√	√		√
Ensuring the nominated supervisor, early childhood teachers, educators, staff, contractors, volunteers, and students on placement at the service are unaffected by alcohol or drugs, including prescription medication (<i>see Definition</i>) that impair the person's ability to supervise or provide education and care to children (Regulation 83 (1))	R	R	√		√
Not consuming alcohol or being affected by alcohol or drugs (including prescription medication) that impairs the capacity to supervise or provide education and care to the children (Regulation 83 (2) (a) (b))	√	R	√		√
Developing procedures including steps to remove an affected staff member from the service so they do not endanger other staff and children. Procedures should provide guidelines to ensure that the staff member can get home safely, and involving police or ambulance support if the situation cannot be safely managed by the service (<i>see Code of Conduct Policy and Compliments and Complaints Policy</i>) (National Law: Section 167)	R	R	√		√
Developing, updating and reviewing the <i>Tobacco, E-Cigarettes, Alcohol and other Drugs Policy</i> in collaboration with the nominated supervisor, early childhood teachers, educators/staff, parents/guardians, children and others involved at the service	√	√	√	√	√
Providing the nominated supervisor, early childhood teachers, educators, staff, contractors, volunteers, students and families with information about policy requirements, with opportunities to provide feedback and input	√	√	√	√	√
Considering diversity and cultural practices when implementing this policy and tobacco, e-cigarettes, alcohol and other drugs initiatives	√	√	√	√	√
Ensuring this policy is included in educator and staff induction/orientation	R	√			
Preventing and managing risks associated with the use of alcohol and other drugs	R	√			
Monitoring the health and safety of early childhood teachers, educators, staff, contractors, volunteers, students on placement, parents/guardians and children	R	√			
Providing information and training to early childhood teachers, educators and staff, including information and training on vaping, tobacco, e-cigarettes, alcohol and other drugs	√	√			
Providing staff who identify as having an alcohol and/or other drugs problem referrals to professional assistance, and/or the Employee Assistance Program (if applicable)	√	√			
Ensuring there is a smoke and vape-free zone (<i>see Definition</i>) within four metres of the entrance of the service, and within 10 metres of children's outdoor play areas	R	√			
Ensuring there is smoke and vape-free signage that can be easily seen and understood by the whole community	R	√			

Ensuring all service events, on and off-site, are smoke, vape and drug-free	R	√	√		√
If there is alcohol at a staff or family event, ensuring all legal requirements related to the sale and supply of alcohol are met, and that responsible consumption of alcohol is promoted	R	√	√		√
Ensuring the nominated supervisor, early childhood teachers, educators, staff, families and visitors adhere to legislation and this policy and do not vape or smoke in sight of children	R	√	√		√
Encouraging the nominated supervisor, early childhood teachers, educators and staff who smoke or vape to take appropriate hygiene measures after smoking to ensure children are not exposed to second and third-hand smoke (<i>see Definitions</i>) (<i>see Hygiene Policy</i>)	R	√	√		√
Not consuming or being under the influence of alcohol or affected by drugs when attending Denzil Don Kindergarten	√	√	√	√	√
Refraining from smoking in the car with children under the age of 18				√	
Ensuring the consumption of alcohol as a part of events, celebrations, awards, gifts and fundraising is done so responsibly	√	√	√		√
Supporting the nominated supervisor, early childhood teachers, educators, staff and families who want to quit smoking, vaping, drinking or using other drugs to access appropriate agencies and maintain confidentiality	√	√			
Providing resources about the health risk related to smoking, vaping, excessive drinking and taking drugs to all staff	√	√			
Providing information about health risks related to smoking, vaping, excessive drinking and using other drugs to families and community members, including information about accessing support services if appropriate	√	√			
Guiding age-appropriate, sensitive discussions about health issues related to vaping, tobacco, e-cigarettes, alcohol and drug use as opportunities arise		√	√		√
Engaging in professional development and resources that guide age-appropriate, sensitive discussions about health issues related to vaping, tobacco, e-cigarettes, alcohol and drug use as opportunities arise		√	√		√
Ensuring partnerships are established with relevant organisations and health professionals to support smoke and vape-free, drug-free and responsible consumption of alcohol initiatives where appropriate	√	√	√		√
Taking reasonable care for own health and workplace safety, and the health and safety of others who may be affected by their acts or omissions (<i>OHS Act section 25(1)(a) and (b)</i>)	√	√	√		√



BACKGROUND AND LEGISLATION

BACKGROUND

The effects of drugs and alcohol can impair the capacity of a person to make judgments relating to the care, safety and education of young children. The effects of vaping and tobacco smoking on an individual's health are well documented. Second-hand smoke (*see Definitions*) and third-hand smoke (*see Definitions*) is dangerous, especially for babies and children, as they have smaller airways that are still developing.

Children exposed to second-hand smoke are at an increased risk of early death and disease from various causes. Exposure to second-hand smoke (*see Definitions*) and third-hand smoke (*see Definitions*) can affect a child's developing brain due to the sensitivities of the brain to very small amounts of toxins.

Drinking alcohol or taking other drugs can affect a person's ability to connect with and care for children. Alcohol and other drug use can become an occupational health and safety issue, as it may impair one's ability to exercise judgment, coordination, motor control, concentration, and alertness in the workplace. Employees unfit for work as a result of alcohol or other drug use put themselves, children and other staff members in the workplace at risk of harm.

The key to tobacco, e-cigarettes, 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 in life.

LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

- Child Wellbeing and Safety Act 2005 (Vic) (Part 2: Principles for children)
- Early Childhood Australia's Code of Ethics (2016)
- Education and Care Services National Law Act 2010: Section 174
- Education and Care Services National Regulations 2011: Regulations 82, 82, 175, 176
- Liquor Control Reform Act 1998
- National Quality Standard, Quality Area 2: Children's Health and Safety
- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2007
- Tobacco Act 1987 (Vic)

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: www.legislation.vic.gov.au
- Commonwealth Legislation – Federal Register of Legislation: www.legislation.gov.au



DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms e.g. Approved provider, Nominated supervisor, Notifiable complaints, Serious incidents, Duty of care, etc. refer to the Definitions file of the kindergarten website.

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

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

E-cigarette product: an electronic device that is intended to be used to create an aerosol for inhalation and any liquid, or product containing liquid, intended to be used in or with an electronic device to create an aerosol for inhalation

Prescription medication: medicine that can only be made available to a patient on the written instruction of an authorised health professional.

Second-hand smoke: ambient smoke that is a by-product of active smoking. It consists mainly of exhaled mainstream smoke and side stream smoke mixed with air. Breathing in second-hand smoke is also called passive smoking or involuntary smoking.

Smoke-Free Zone: a designated area where it is prohibited to smoke (or vape) such as enclosed workplaces and public spaces where people may be at risk of second-hand tobacco smoke.

Third-hand smoke: refers to residual tobacco smoke constituents that remain on clothes, surfaces and in dust after tobacco has been smoked. These substances are then re-emitted as gases or react with other compounds in the environment to create other substances.

Tobacco product: any device or product that contains organic matter that is heated or burned to create aerosol or smoke that is inhaled by the user.

Tobacco, alcohol and other drugs: (for this policy and 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.

Vaping: E-cigarettes, also known as 'vapes', are battery-operated devices that work by heating a liquid (or 'juice') until it becomes an aerosol that users inhale. Using an e-cigarette is commonly called 'vaping'.

SOURCES AND RELATED POLICIES



SOURCES

- Alcohol and Drug Foundation: <https://adf.org.au>
- Alcohol and Drugs Foundation: www.adf.org.au
- Better Health Channel – Drugs: www.betterhealth.vic.gov.au
- Cancer Council Victoria: <https://www.cancervic.org.au>
- Department of Education and Training – Drugs Education: www.education.vic.gov
- Health.Vic: www2.health.vic.gov.au
- National Drug Strategy: www.health.gov.au
- Quit Victoria: <https://www.quit.org.au>
- Raising Children Network: <https://raisingchildren.net.au>
- Tobacco in Australia: <https://www.tobaccoinAustralia.org.au>
- Work Safe Victoria: [Guide for developing a workplace alcohol and other drugs policy](#) (2017)

RELATED POLICIES

- Child Safe Environment and Wellbeing
- Code of Conduct
- Compliments and Complaints
- Delivery and Collection of Children
- Interactions with Children
- Occupational Health and Safety
- Staffing

EVALUATION



To assess whether the values and purposes of the policy have been achieved, the approved provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- assess whether a satisfactory resolution is achieved in relation to issues arising from 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

- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk ([Regulation 172 \(2\)](#)).
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ATTACHMENTS

- Nil
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AUTHORISATION

This policy was adopted by the approved provider of Denzil Don Kindergarten on 17/02/2023.

REVIEW DATE: 17 / FEBRUARY / 2025
