

Tobacco, Drugs and Alcohol-Free Policy

1. Overview

1.1. Purpose

The Tobacco, Drugs and Alcohol-Free Policy outlines the rules in place to ensure that our environment provides children, team members and visitors with the best opportunity to maintain good health when attending our program.

1.2. Scope

All Junior Adventure Group (JAG) People must comply with the provisions set out in this policy, their contract of employment and all other relevant policies, procedures and legislation. It is a condition of their contract of employment that staff are tobacco, drug and alcohol-free while on site, and they identify any person under the influence in the care and education setting.

1.3. Legislative Requirements

Under the *Education and Care Services National Regulations*, Junior Adventures Group is required to have policies and procedures in place to ensure the health, safety and wellbeing of the children in care. JAG must provide an environment that is tobacco, drug and alcohol-free.

2. Policy Statement

JAG is committed to providing a safe and positive environment where children and young people can participate in a broad range of experiences and learning opportunities. Research suggests that Passive smoking poses a serious health risk to children and adults.

To ensure children are not subjected to the dangers of tobacco, drugs and alcohol, all effort will be made to ensure no individual JAG Person or other adult affected by alcohol or drugs is present on the Service premises.

3. Principles

3.1. No Smoking

Services must always maintain appropriate child-to-educator ratios during operating hours, including when on excursions. Due to this, Team Members are unable to take respite, from Supervision, to smoke or vape.

Team Members who smoke or vape must do so off-site and out of view of the public and school community during and outside operating hours. JAG People must not smoke or vape in uniform and must exercise universal handwashing and hygiene after smoking or vaping.

3.2. Visitors Smoking on the Premises

If visitors are found smoking or vaping on the premises, they will be advised of the smoke-free environment and asked to cease smoking or vaping immediately. No smoking or vaping is permitted within the school grounds or 10 metres of children's playground equipment.

3.3. Drugs and Alcohol

Any person attending the Service affected by drugs or alcohol will be asked to leave immediately. This includes prescription medication where there is a risk to children or team members.

Team Members will protect children from any adult (JAG People, visitors, parent, guardian, or visitor) who appears to be under the influence of alcohol or drugs at the service. The police will be contacted if a person severely affected by drugs or alcohol is on or near the premises.

Team Members must communicate the occurrence of an incident, injury, trauma or illness to other Team Members or volunteers to ensure adequate supervision is maintained.

3.4. Supervision

Team members must ensure that active supervision of children is maintained throughout the session. All JAG People will work together to ensure that they are actively supervising children and maintaining clear communication with other team members.

3.5. Child Safety

We safeguard children through our procedures and practices, with particular attention to their exposure to harmful substances. Policies and practices reflect the relevant legislation, including the National Principles for Child Safe Organisations. JAG provides policies and procedures to equip JAG people with the knowledge, skills, and awareness to keep children safe. Service Practice are continuously reviewed and improved to ensure current legislation is in effect throughout the business.

Key Terms

Term	Definition
Injury	Any physical damage to the body caused by violence or an incident
JAG People	Any adult that governs, manages, conducts work for or provides activities to JAG in a paid or unpaid activity spanning all levels of the organisational structure.
Team Members	JAG People who work directly with children

4. References

Education and Care Services National Law and Regulations
National Quality Standards for Early Childhood Education and Care and School Care
Smoke-Free Environment Act 2000/Tobacco Legislation Amendment Act 2012
Smoke-Free Environment Regulation 2016
National Quality Standards for Early Childhood Education and Care and School Care
Children Education and Care Services National Law Act 2010
Educational and Care Services National Regulations
Other Relevant Legislation
Regulation 82 – Tobacco, drug and alcohol-free environment
Regulation 83 – Staff members and family day care educators are not to be affected by alcohol or drugs
Regulation 84 – Awareness of child protection law
Regulation 168 – Education and care service must have policies and procedures
Regulation 170 – Policies and procedures to be followed
Regulation 171 – Policies and procedures to be kept available

Regulation 172 – Notification of change to policies or procedures
Related Policies
HR
Child Safe Standards 2022
WHS Policy
Delivery and Collection of Children
Incident Management
Related Procedures
Other
Quality Area 2, 5, 6 & 7: Standards 2.1, 5.2 6.1, 6.2, 7.1
OCG Guide to Child Safe Standards - https://ocg.nsw.gov.au/child-safe-scheme
CCYP Child safe Standards - https://ccyp.vic.gov.au/child-safe-standards/
National Principles for Child Safe Organisations - https://childsafefhumanrights.gov.au/national-principles

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