

TOBACCO ALCOHOL AND OTHER DRUGS POLICY

Best Practice – Quality Area 2

PURPOSE

The educators, staff and management acknowledge the importance of a smoke-free environment that contributes to good health and overall wellbeing.

This policy confirms our commitment to:

- Provide an environment free of tobacco, alcohol and other drugs for children, families, educators, staff, volunteers and visitors
- encourage educators and staff to build on opportunistic learning moments with children
- provide information to educators, staff and families about the health risks of smoking, excessive drinking and taking drugs, and promoting the health benefits of avoiding these behaviours

As a health promoting service we will provide an environment free of tobacco, alcohol and other drugs for children, educators, staff and families through learning, policies, creating a safe and healthy physical and social environment and developing community links and partnerships.

POLICY STATEMENT

1. VALUES

The Eureka Community Kindergarten Association Inc. (ECKA) has a moral and legal responsibility to provide a safe and healthy environment for employees, children, parents/guardians, students, volunteers, contractors and visitors. This policy reflects the importance Eureka Community Kindergarten Association Inc. (ECKA) places on the wellbeing of employees, children, parents/guardians, students, volunteers, contractors and visitors, by endeavouring to protect their health, safety and welfare, and integrating this commitment into all of its activities.

2. SCOPE

This policy applies to the Approved Provider, Persons with Management or Control Nominated Supervisor, , Persons in day-to-day Charge, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Eureka Community Kindergarten Association Inc. (ECKA), including during offsite excursions and activities.

3. BACKGROUND AND LEGISLATION

Background

The key to tobacco, alcohol and other drug control 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 free of tobacco, alcohol and other drugs. All members of our service, including educators, staff, children, families and volunteers will be supported to meet this policy.

Legislation and standards

Education and Care Services National Law Act 2010

Education and Care Services National Regulations 2011

ACECQA National Quality Standard 2018-Quality Area 2

Child Wellbeing and Safety Act 2005 (Vic) (Part 2: Principles for children)

Occupational Health and Safety Act 2004

Tobacco Act 1987

Liquor Control Reform Act 1998

4. DEFINITIONS

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

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

Drug: The term 'drug' refers to any substance taken to change the way the body and/or mind functions

Resilience: the ability to bounce back from adversity in order to lead a healthy and fulfilling life.

Social and emotional competence: the ability to recognise and manage emotions, develop caring and concern for others, make responsible decisions, establish positive relationships and handle challenging situations capably.

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 focusses on creating smoke-free and drug-free environments and responsible alcohol consumption.

Tobacco Prevention: involves classroom curriculum and smoking prevention messages that are communicated to students regardless of their smoking behaviour

5. SOURCES AND RELATED POLICIES

Sources

School Drug Education and Road Aware. Challenges and Choices. Early Childhood Resource for resilience, drug and road safety education. Government of Western Australia, 2005

Zins J E and Elias M J. Social and Emotional Learning in Safe and Sound: *An educational leader's guide to evidence-based social and emotional learning programs*. Developed by the Collaborative for Academic, Social, and Emotional Learning, USA, 2003.

Service policies

- *Curriculum Development*
- *Occupational Health and Safety*
- *Staff Health and Wellbeing*

PROCEDURES

The Approved Provider and Persons with Management or Control are responsible for:

- developing and implementing the *Tobacco, Alcohol and Other Drugs policy* in consultation with the Nominated Supervisor, staff and parents/guardians, and ensuring that it reflects the philosophy, beliefs and values of the service
- ensuring parents/guardians, the Nominated Supervisor and all other staff, including newly inducted staff, are provided with access to a copy of the *Tobacco, Alcohol and Other Drugs policy* and comply with its requirements.
- ensuring the Nominated Supervisor, and all other staff are 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 *Code of Conduct Policy*)

- ensuring all ECKA services are totally smoke-free and appropriate signage is provided at the service
- All service sanctioned events (both on and off premises), including excursions, fetes and celebrations are totally tobacco, alcohol and other drug free
- If alcohol is available at a staff or family event, management ensures all legal requirements related to the sale and supply of alcohol are met and responsible consumption of alcohol is promoted.
- Compliance with the alcohol and tobacco legislation is ensured with contract agreements with stakeholders, suppliers, providers of services, and users of service facilities
- Staff who smoke are supported to quit or manage their smoking
- ECKA services avoid encouraging the consumption of alcohol as part of events, celebrations, awards, gifts and fundraising.
- Partner organisations are required to comply with tobacco, alcohol and other drugs free strategies identified in the service's tobacco alcohol and other drugs policy at service events on and off site.

The Nominated Supervisor, Persons in Day to Day Charge are responsible for:

Healthy policies

- 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 and policies are included in staff orientation processes

Healthy physical environment

- The service provides a totally smoke-free environment.
- All service sanctioned events (both on and off premises), including excursions, fetes and celebrations are totally tobacco, alcohol and other drug free.
- Compliance with the alcohol and tobacco legislation is ensured with contract agreements with stakeholders, suppliers, providers of services, and users of service facilities.
- Staff and educators who smoke are encouraged to take appropriate hygiene measures after smoking so that children are not exposed to second-hand smoke.

Healthy social environment

- Staff who want to quit smoking, drinking or using other drugs are supported and referred to appropriate agencies.
- As role models, educators, staff and families present tobacco, alcohol and other drug free behaviour in line with this policy.
- Service contractors and visitors model smoke-free behaviour and refrain from smoking whilst in view of children.
- ECKA services avoid encouraging the consumption of alcohol as part of events, celebrations, awards, gifts and fundraising.

Learning and skills

- Tobacco alcohol and other drugs education and related health messages are reinforced in opportunistic learning moments. (eg, if a child is pretending to smoke)
- Educators 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, educators, staff and families

- Families, children, educators and staff are key partners in developing and supporting tobacco, alcohol and other drugs free initiatives.
- Information, ideas and practical strategies are provided to families, educators and staff on a regular basis to promote and support tobacco, alcohol and other drugs free behaviour in the service and at home.
- The service engages families in tobacco, alcohol and other drug free initiatives.

- The service engages with families and children from culturally diverse backgrounds to ensure cultural values and expectations about tobacco alcohol and other drugs are considered.

Community partnerships

- The service engages local health professionals, services and other organisations to increase educator and staff capacity to deliver and promote tobacco alcohol and other drugs education and prevention initiatives.
- Information is provided to educators, staff and families about health risk related to smoking, excessive drinking and using other drugs, including information about accessing local support services.
- Partner organisations are required to comply with tobacco, alcohol and other drugs -free strategies identified in the service's tobacco alcohol and other drugs policy at service events on and off site.
- There are no partnerships with organisations that market or supply alcohol or tobacco.

All other staff are responsible for:

Healthy policies

- Educators, staff, families and children are active participants in the development and implementation of the whole service tobacco, alcohol and other drugs policy.

Healthy physical environment

- The service provides a totally smoke-free environment.
- All service sanctioned events (both on and off premises), including excursions, fetes and celebrations are totally tobacco, alcohol and other drug free.
- Compliance with the alcohol and tobacco legislation is ensured with contract agreements with stakeholders, suppliers, providers of services, and users of service facilities.

Healthy social environment

- Staff who smoke are supported to quit or manage their smoking.
- As role models, educators, staff and families present tobacco, alcohol and other drug free behaviour in line with this policy.
- Service contractors and visitors model smoke-free behaviour and refrain from smoking whilst in view of children.
- ECKA services avoid encouraging the consumption of alcohol as part of events, celebrations, awards, gifts and fundraising.

Learning and skills

- Tobacco alcohol and other drugs education and related health messages are reinforced in opportunistic learning moments. (eg, if a child is pretending to smoke)
- Accessing 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, educators, staff and families

- Families, children, educators and staff are key partners in developing and supporting tobacco, alcohol and other drugs free initiatives.
- Information, ideas and practical strategies are provided to families, on a regular basis to promote and support tobacco, alcohol and other drugs free behaviour in the service and at home.
- Engages families in tobacco, alcohol and other drug free initiatives.
- Engages with families and children from culturally diverse backgrounds to ensure cultural values and expectations about tobacco alcohol and other drugs are considered.

Parents/guardians are responsible for:

- reading and complying with this policy
- reporting any concerns regarding child safety or wellbeing to the Nominated Supervisor

- abiding by the service's *Code of Conduct*

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

EVALUATION

In order 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, particularly in relation to identifying and responding to child safety concerns
- 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

ATTACHMENTS

N/A

AUTHORISATION

This policy was adopted by the Approved Provider of Eureka Community Kindergarten Association Inc. (ECKA) on 25/08/2017

This policy was reviewed

REVIEW DATE: 25/08/2021