



TOBACCO, DRUGS AND ALCOHOL FREE ENVIRONMENT POLICY

POLICY STATEMENT

Clovelly out of School Care acknowledges the importance of ensuring all children are cared for in an environment free from tobacco, drugs, and alcohol. Educators at COOSC are committed to the health and wellbeing of all who use the out of hours service.

PROCEDURE

Tobacco:

- Smoking is not permitted in any areas utilised by Clovelly out of School Care or on the grounds of Clovelly Public School.
- Smoking is not permitted in any open space 10 metres from the COOSC outdoor area or fence line.
- Staff will not smoke in front of, or in the sight of, children in their care.
- No person is allowed to promote cigarette smoking in the workplace, or advertise the fact that they smoke to other staff, children or families.
- Staff who wish to smoke during work hours may do so outside the workplace and in their scheduled lunch break, or approved breaks.
- Students, volunteers, and visitors to COOSC will not be permitted to smoke on the premises and will adhere to the procedures outlined in this Policy.
- Parents, family members or relatives of children attending the service will not be permitted to smoke on the premises.
- Clovelly out of School Care will support and provide assistance for smokers to quit smoking.
- The service will clearly display no smoking signs on the premises.

Drugs:

- Illegal drugs are not permitted in any areas utilised by Clovelly out of School Care.
- Pharmaceutical drugs and medications may only be bought into COOSC with the expressed permission of the Nominated Supervisor.
- Pharmaceutical drugs and medications may not be taken into any area that may be accessed by the children in care.
- Medication for children must be stored securely and a medical form completed and signed by parents before medication is administered.

Alcohol:

- Alcohol may only be bought into Clovelly Out of School Care with the expressed permission of the Nominated Supervisor.
- Alcohol may not be taken into any area that may be accessed by the children in care.
- No staff member may consume alcohol on the premises during licenced operation hours.
- Alcohol that is brought onto the premises as a gift must be kept in a secure place away from children and promptly removed thereafter.



The Education and Care Services National Regulations 2014 states

Educators must ensure that children being educated and cared for by the educator as part of the service are provided with an environment which is free from the use of tobacco, illicit drugs and alcohol

And;

Educators must not, while providing education and care for children as part of a service consume alcohol or be affected by drugs (including prescription medication) so as to impair his or her capacity to provide education and care to the children

RELEVANT DOCUMENTS FOR CONSIDERATION

Australian Children's Education & Care Quality Authority.

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations

ECA Code of Ethics.

Guide to the National Quality Standard.

Work, Health & Safety Act 2011

Family Handbook

Staff Handbook

Version number	Date effective	Description of amendment
3	April 2018	Change to procedure
4	May 2020	Changes to wording
4	April 2022	Changes to wording

Considered and accepted by the Management Committee (representative) – A. Richardson

Considered and accepted by the staff (representative) – Katrina Thomas