

Tobacco, Drug and Alcohol Free Environment Policy

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Signed by Management Committee _____ **Date** _____

Date for Review: September 2020.

Related Policies and Procedures

Supervision of Children Policy
Access to and Release of Children Policy
Staff Code of Conduct
WH&S Policy

Rationale:

Promoting a safe environment for all persons means ensuring that the areas utilised by University Preschool & Child Care Centre are free of tobacco smoke, and satisfy legal duty of care requirements under the *Work Health and Safety Act 2011 (ACT)* and the Education and Care Services National Regulations, 2011.

A tobacco, drug and alcohol free environment policy is vital because children model adult behaviour.

Children are prone to the harmful effects of environmental tobacco smoke because:

- Their lungs and body weight are small so the dangerous substances in smoke are more harmful.
- Children are not always able to move away from a smoker as adults are able to.
- The effects of drugs and alcohol can impair the capacity of a person to make judgments relating to the care, safety and education of the children.

Smoking related litter has a significant adverse effect on our natural environment, including rare and endangered wildlife whose habitats are in or around the ANU campuses.

Policy Statement

The ANU Smoke-Free Policy prohibits the use of all smoking products (tobacco product, herbal product, personal vaporizer or personal vaporizer product), anywhere, on all of the University's campuses, buildings, properties, grounds, and workplaces. No exceptions will be granted.

University Preschool & Child Care Centre has a duty of care under work health and safety legislation to provide a safe and healthy environment for all persons who utilise the service for child care requirements or employment.

University Preschool & Child Care Centre does not permit the taking of illicit drugs, consumption of alcohol or smoking of tobacco or any other substance in any areas within its environment-

University Preschool & Child Care Centre has adopted a Smoke Free Environment Policy to protect all persons from the effects of environmental tobacco smoke.

Passive smoking (the inhalation of environmental tobacco smoke) increases risks to health.

The 'environment' refers to: University Preschool & Child Care Centre building and outdoor areas located at Building 75 Blocks E & F, Lennox Crossing, The ANU, Acton, ACT and the Centre's car parks.

Relevant Legislation

ACT Legislation

Education and Care Services National Law (ACT) Act 2011, and the Education and Care Services National Regulations 2011

Work Health and Safety Legislation, (ACT) 2011

Australian Government Legislation

[Work Health and Safety Act 2011](#)

Practices

In relation to the smoking of tobacco

Smoking will not be permitted in any areas utilised by University Preschool & Child Care Centre or on the ANU campus:

- Within working hours, staff employed by University Preschool & Child Care Centre will not smoke in front of, or in the sight of, children in their care. This includes on the lake side of Lawson Crescent.
- Staff who wish to smoke during work hours may do so out of the ANU campus area and in their scheduled lunch break, or other approved breaks.
- Students and volunteers attending UPCCC will not be permitted to smoke in the environment or on campus and will adhere to the Tobacco, Drug and Alcohol-Free Environment Policy.
- Parents, family members or relatives of children enrolled at the service will not be permitted to smoke in the centre or in the environment or on campus and will adhere to the Tobacco, Drug and Alcohol-Free Environment Policy.
- All visitors to the centre, including maintenance personnel and contractors will not be permitted to smoke in the environment or on campus and will adhere to the Tobacco, Drug and Alcohol-Free Environment Policy.
- The responsibility for enforcing this policy rests with the Nominated Supervisor, management and staff. All are obliged under the work health and safety legislation to protect the health of their fellow workers, and visitors, while at the Centre.

In relation to Drugs and Alcohol

Alcohol is not to be consumed on the premises at any time when children are being educated and cared for.

Illicit Drugs are not allowed on the premises at any time and possessing or consuming these is an unlawful act. The Director will report anyone found in possession of illicit drugs to the police.

Visitors to the Centre (including parents and relatives of children attending the Centre) are not to be affected by alcohol or drugs when engaging at the Centre at any time when children are being educated and cared for.

No member of staff (including students, volunteers and visitors) will work while affected by alcohol or drugs (including prescription medication) that impairs the staff member's capacity to supervise or provide education and care to the children

Where an educator or members of staff have concerns relating to the fitness of a staff member to be supervising children due to the effects of drugs and/or alcohol these concerns should be reported to the Director or their delegate. *(Refer to the Complaints Policy & Grievance Procedure and the Code of Conduct)*

WHERE an educator or members of staff have serious doubts as to whether a person collecting a child is fit to have a child released into their care, possibly because they are adversely affected by alcohol, drugs, etc., the following procedure should be followed:

- a) **Staff** will raise the issue with the person concerned
- b) **Staff** will give that person reasons for the staff's concern
- c) **Staff** will suggest that the person does not (where applicable) drive and offer them the choice of calling a friend to collect both the child and the person or calling a taxi
- d) Where the person threatens to become violent and there is concern for the safety to staff and/or other children then staff should
 - ii Let them and their child go
 - iii Obtain number plate of the vehicle and direction of travel (where applicable)
 - iiii Phone the police immediately on 0-000 and give details.
 - iiv Decide if it is necessary to make a notification to Office of Children, Youth & Family Services. *(Refer Child Protection Policy)*

Sources

ACT Government, *Education and Care Services National Law (ACT) Act 2011*, and the Education and Care Services National Regulations 2011

Australian Government, Department of Health(2020) *What are the effects of smoking an tobacco?*
<https://www.health.gov.au/health-topics/smoking-and-tobacco/about-smoking-and-tobacco/what-are-the-effects-of-smoking-and-tobacco> accessed on 5/02/21

Australian Government *Work Health and Safety Act 2011*

Better Health Channel, Passive Smoking. Retrieved from:
<https://www.betterhealth.vic.gov.au/health/conditionsandtreatments/passive-smoking> accessed on 2/05/21

Cancer Council, Tobacco. Retrieved from <https://www.cancer.org.au/cancer-information/causes-and-prevention/workplace-cancer/tobacco> on 2/5/21

The ANU Policy: Smoke-free Retrieved from <https://services.anu.edu.au/human-resources/wellbeing/smoke-free-campus> on 2/5/21

WorkSafe ACT, *Work Health and Safety Legislation, (ACT) 2011*

Review by Date: January 2025