



Smoking, Alcohol, Drugs or any other Deleterious Substances Policy

Purpose

This policy will:

- Outline to staff, parents/guardians, volunteers and committee members their responsibility in relation to smoking, alcohol, drugs or any other deleterious substance.

Policy statement

1. Values

St Kevin's Out of Hours School Care (OHSC) Centre is committed to:

- The wellbeing of children as the most important priority for the centre
- Ensuring the provision of a safe, secure and welcoming
- Provide a healthy environment
- Complying with all legislative requirements.

2. Scope

This policy applies to staff, parents/guardians, committee, volunteers, students on place and the children's extended family members at St Kevin's Out of Hours School Care (OHSC) Centre.

3. Background and legislation

St Kevin's Out of Hours School Care (OHSC) Centre aims to ensure that parents/guardians, committee, volunteers, staff, students and any other persons involved in or attending our centre adhere to clear guidelines regarding appropriate conduct at the Centre.

Relevant legislation may include but is not limited to:

- *Education and Care Services National Regulations 2011 (ECSNR)*
- *Education and Care Services National Law Act 2010*
- *Child Wellbeing and Safety Act 2005*
- *Occupational Health and Safety Act 2004*
- *Workplace Relations Act 1996.*
- *Occupational Health and Safety Act 2004 (Vic)*
- *Children's Services Act 1996 (Vic), 'Protecting children from hazards'*
- *Tobacco Act 1987 (Vic)*

4. Definitions

Committee: Elected members of the association to control and manage the business and affairs of the association.

Department of Education and Employee workplace relations (DEEWR): federal government responsible for the licensing and regulation of out of hours school care.

5. Sources and related centre policies

Sources

- National Childcare Accreditation Council, QIAS Quality Practices Principles
- Worksafe -
http://www.worksafe.vic.gov.au/wps/wcm/connect/073fcd804071f44b9b22dfe1fb554c40/alcohol_workplace.pdf?MOD=AJPERES
- Smoke free work places
[http://docs.health.vic.gov.au/docs/doc/53D587C030EEB52CCA257912001F9916/\\$FILE/smoke-free_workplaces_guide.pdf](http://docs.health.vic.gov.au/docs/doc/53D587C030EEB52CCA257912001F9916/$FILE/smoke-free_workplaces_guide.pdf)

Centre policies

- Child protection
- Code of conduct
- Communication
- Complaints and grievances
- Delivery and collection of children
- Privacy

Procedures

The committee is responsible for:

- Ensuring parents/guardians, staff, volunteers, students and visitors are provided with a summary of this policy
- Taking appropriate action to protect children and staff if a parent/guardian/volunteer assisting in the service's program appears to be adversely affected by alcohol, drugs or any other deleterious substances (ECSN regulations)
- Taking appropriate action if a staff member appears to be adversely affected by alcohol, drugs or any other deleterious substances (ECSN regulations), which may include closing the service
- Taking appropriate action if a staff member or parent/guardian/volunteer are smoking in or near the St Kevins school premises
- Responding to any issues that arise in relation to this policy.

Staff are responsible for:

- Contacting the licensee representative and/or police if parents/guardians/volunteers assisting in the service's program appear to be adversely affected by alcohol, drugs or any other deleterious substances
- Ensuring that they are not adversely affected by alcohol, drugs or any other deleterious substance when working at St Kevin's Out of Hours School Care (OHSC) Centre

Parents/guardians are responsible for:

- Reading information provided from the centre, which can include information handbooks, newsletters, policies, children's program, noticeboard displays and Participation guidelines ([Attachment 1](#))
- Ensuring that they are not adversely affected by alcohol, drugs or any other deleterious substance when assisting at St Kevin's Out of Hours School Care (OHSC) Centre

Evaluation

In order to assess whether the policy has achieved the values and purposes, St Kevin's Out of Hours School Care (OHSC) Centre will:

- Assess whether a satisfactory resolution of issues raised in relation to parents'/guardians' access and involvement has been achieved
- Take into account feedback from staff, parents/guardians and committee members regarding the policy
- Monitor compliance with the expectations and procedures set out in the policy

- Monitor complaints and incidents regarding this policy

Attachments

[Attachment 1](#): Policy

Authorisation

This policy was adopted by the St Kevin's Out of Hours School Care (OHSC) Centre committee of management at a committee meeting on **18th October 2016**.

Review date: October 2018

Attachment 1 – Procedures

In order to ensure children's safety and provide a healthy work environment the following procedures are in place:

NON-SMOKING

St Kevin's Out of Hours School Care (OHSC) Centre aims to provide its employees, children and other users of the centre with a healthy work environment. Smoking is therefore not permitted anywhere within the School grounds, playgrounds or out the front of the buildings.

- A non-smoking sign will be placed in the main room on the notice board.
- Any employee found smoking will face disciplinary measures
- The Non-smoking Policy is an integral part of health and safety policies and current legislation

ALCOHOL, DRUGS or OTHER DELITERIOUS SUBSTANCES FREE ENVIRONMENT

St Kevin's Out of Hours School Care (OHSC) Centre aims to provide a safe environment for staff and children. Therefore the drinking of alcohol is prohibited at all times within the St Kevin's school grounds, playgrounds and out the front of the buildings.

- Staff are not to be under the influence of alcohol whilst working at St Kevin's OHSC
- Staff are not to be under the influence of any non-prescription drugs
- Any employee found under the influence of alcohol, drugs or consuming alcohol and/or drugs at St Kevin's OHSC, will face disciplinary measures, and may be stood down with or without pay whilst they undertake drug and alcohol counselling
- Matters may be referred to the Victoria Police and or DEEWR