



Coowarra Out Of School Hours Care Service Inc

Smoking, drugs and Alcohol Policy

POLICY STATEMENT

We aim to ensure we provide an environment for the children and staff that is free from Smoking, Drugs and Alcohol.

We aim to ensure that clear guidelines are given to staff, visitors, volunteers and families to ensure children are not exposed to inappropriate behaviour and language caused by substance abuse.

PROCEDURES

- The service and its grounds, will be a smoking, drug and alcohol free zone.
- Parents may be refused access to their child if they appear to be under the influence of drug or alcohol.
- Staff should call the police if a parent comes to collect a child who appears to be under the influence of drug or alcohol.
- One staff member should try and stall the intoxicated parent while another calls the police to avoid conflict.
- Should a parent get aggressive, emergency policy should be followed.
- All staff, visitors and volunteers must be of good health and free from any medical conditions or dependency on any medication and/or substance that may impair their capacity to supervise or provide education and care to children.
- Staff who require regular medication, if requested, may be required to produce a medical certificate confirming they are fit to work in a child care environment, while under the influence of prescribed medication.
- Staff, visitors and parents shall not consume alcohol during the hours children are in care.
- Staff, visitors and parents may not smoke in or around the service or in the sight of the children.
- Smoking is prohibited on excursions, while travelling with a child, at staff meetings, at functions held at the service, or at social activities where children, families and staff are involved (whether in work hours or not).
- Staff are not to report to work smelling of cigarette smoke, alcohol or drugs.
- Staff are not to attend work if under the influence of illicit drugs or suffering from the after effects of drug abuse.
- Staff are not to attend work if under the influence of alcohol or suffering from the after effects of alcohol abuse.



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- Reporting to work under the influence of illicit drugs and alcohol is seen by Management as a serious unacceptable behaviour and can result in instant dismissal of employment, see Disciplinary Policy.
- Any conflicts that arise must be addressed as outlined in the Grievance and Complaints Policy or Disciplinary Action Policy.

Considerations

Education and Care Services National Regulations	National Quality Standard	Other Service policies/documentation
The Education and Care Services National Law 2010 The Education and Care Services National Regulation 2011	Standard 2.3 and 7.3	<ul style="list-style-type: none"> - Staff Handbook - Grievance Policy - Disciplinary Policy - Providing a Child Safe Environment Policy - Conditions of employment Policy -

UPDATED AND ENDORSED: January 2023

DATE FOR REVIEW AND EVALUATION: June 2028