Cheltenham Community Centre Early Learning Childcare

E31. Tobacco, Alcohol and other Drugs

1. Policy

1.1 Cheltenham Community Centre (CCC) Early Learning Childcare is committed to:

- ensuring a smoke/vape free, illicit drug-free, and alcohol-free environment for children, families, educators, staff, volunteers and visitors
- promoting low-risk alcohol consumption to our service community
- encouraging educators and staff to build on opportunistic learning moments with children
- providing information to educators, staff and families about the health benefits of not smoking, vaping or taking drugs, and responsible low risk alcohol consumption

1.2 This policy provides guidelines to enable CCC Early Learning Childcare to:

- provide a safe environment for all children which ensures their safety, health and wellbeing
- promote a cultural of health and wellbeing of all staff, children and families
- improve educational health and wellbeing outcomes for all children and families
- provide access to information on quitting smoking, vaping, alcohol and other drug use and promote the health benefits of avoiding these behaviours.

1.3 This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, educators, staff, students, volunteers, parents/guardians, children, and others attending the programs and activities of CCC Early Learning Childcare, including during offsite excursions and activities.

1.4 In order to assess whether the values and purposes of this policy have been achieved, we will:

- Welcome feedback from everyone affected by this policy regarding its effectiveness.
- Monitor the implementations, 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 services policy review cycle, or as required, and
- Notify parents/guardians at least 14 days (about 2 weeks) before making any changes to this policy or its procedures.

2. Procedure and Background

2.1 Background

- The effects of drugs and alcohol can impair the capacity of a person to make judgments relating to the care, safety and education of young children. The effects of vaping and tobacco smoking on an individual's health are well documented. Second-hand smoke (refer to Definitions) and third-hand smoke (refer to Definitions) is dangerous, especially for babies and children, as they have smaller airways that are still developing.

- Children exposed to second-hand smoke are at an increased risk of early death and disease from various causes. Second-hand smoke can impair a baby's breathing and heart rate, which can put the baby at a higher risk of sudden unexpected death in infancy (SUDI). Exposure to second-hand smoke and third-hand smoke can affect a child's developing brain due to the sensitivities of the brain to very small amounts of toxins.
- Drinking alcohol or taking other drugs can affect a person's ability to connect with and care for children. Alcohol and other drug use can become an occupational health and safety issue, as it may impairs one's ability to exercise judgment, coordination, motor control, concentration, and alertness in the workplace. Employees unfit for work as a result of alcohol or other drug use put themselves, children and other staff members in the workplace at risk of harm.
- The key to tobacco, e-cigarettes, alcohol and other drugs 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 in life.

Procedures

2.2 **Responsibilities**

The Approved provider and persons with management or control are responsible for:

- Providing a safe and healthy environment for educators, staff, contractors, volunteers, students on placement, parents/guardians, children and others attending the programs and activities of CCC Early Learning Childcare
- Ensuring that children being educated and cared for by CCC Early Learning Childcare are provided with an environment that is free from the use of vaping, tobacco/e-cigarettes, illicit drugs and alcohol
- Ensuring that a nominated supervisor, early childhood teachers, educators, staff, contractors, volunteers, students on placement at CCC Early Learning Childcare are not affected by alcohol or drugs, including prescription medication to impair the person's capacity to supervise or provide education and care to children at CCC Early Learning Childcare
- Not consuming alcohol or be affected by alcohol or drugs (including prescription medication) that impairs capacity to supervise or provide education and care to the children
- Developing procedures that include steps to remove an affected staff member from CCC Early Learning Childcare, so they do not further endanger other staff and children. Procedures should provide guidelines to ensure that the staff member is able to get home safely and outline steps for initiating police or ambulance intervention if the situation cannot be safely managed at the workplace level.
- Developing, updating and reviewing the Tobacco, Alcohol and other Drugs Policy in collaboration with the nominated supervisor, early childhood teachers, educators/staff, parents/guardians, children and others involved at CCC Early Learning Childcare
- Providing the nominated supervisor, early childhood teachers, educators, staff, contractors, volunteers, students and families with information about policy requirements, with opportunities to provide feedback and input.
- Considering diversity and cultural practices when implementing this policy and tobacco, e-cigarettes, alcohol and other drugs initiatives.
- Ensuring the Tobacco, Alcohol and other Drugs Policy is included in educator and staff induction/orientation.
- Preventing and managing risks associated with the use of alcohol and other drugs.
- Monitoring the health and safety of early childhood teachers, educators, staff, contractors, volunteers, students on placement, parents/guardians and children.

- Providing information and training to early childhood teachers, educators and staff, including information and training on vaping, tobacco, e-cigarettes, alcohol and other drugs.
- Providing staff who identify as having an alcohol and/or other drugs problem referrals to professional assistance, and/or the Employee Assistance Program (if applicable).
- Ensuring there is a smoke and vape free zone within four metres of the entrance to CCC Early Learning Childcare premises, and within ten metres of children's outdoor play areas
- Ensuring that there is smoke and vape free signage that can be easily seen and understood by the whole community.
- Ensuring that all service events, on and off site, are smoke, vape and drug-free.
- If there is alcohol at a staff or family events, ensuring all legal requirements related to the sale and supply of alcohol are met and that responsible consumption of alcohol is promoted.
- Ensuring that the nominated supervisor, early childhood teachers, educators, staff, families and visitors adhere to legislation and CCC Early Learning Childcare policies related to smoke and vape-free areas and are asked not to smoke in sight of children.
- Encouraging the nominated supervisor, early childhood teachers, educators and staff who smoke or vape to take appropriate hygiene measures after smoking so that children are not exposed to second-hand and third-hand smoke.
- Not consuming or being under the influence of alcohol or affected by drugs when attending CCC Early Learning Childcare.
- Ensuring the consumption of alcohol as a part of events, celebrations, awards, gifts and fundraising is done so responsibly.
- Supporting the nominated supervisor, early childhood teachers, educators, staff and families who want to quit smoking, vaping, drinking or using other drugs to access appropriate agencies and maintaining confidentiality.
- Providing resources about the health risks related to smoking, vaping, excessive drinking and taking drugs to educators and staff.
- Providing information about health risks related to smoking, vaping, excessive drinking and using other drugs to families and community members, including information about accessing support services.
- Ensuring that partnerships are established with relevant organisations and health professionals to support smoke and vape-free, drug-free and responsible consumption of alcohol initiatives where appropriate.
- Ensuring that there are no partnerships with organisations that market or supply alcohol, tobacco, vapes or e-cigarettes.
- Taking reasonable care for their own health and safety in the workplace, and the health and safety of others who may be affected by their acts or omissions.

The Nominated supervisor and persons in day-to-day charge are responsible for:

- Providing a safe and healthy environment for educators, staff, contractors, volunteers, students on placement, parents/guardians, children and others attending the programs and activities of CCC Early Learning Childcare.
- Ensuring that children being educated and cared for by CCC Early Learning Childcare are provided with an environment that is free from the use of vaping, tobacco/e-cigarettes, illicit drugs and alcohol
- Ensuring that a nominated supervisor, early childhood teachers, educators, staff, contractors, volunteers, students on placement at CCC Early Learning Childcare are not affected by alcohol or drugs, including prescription medication to impair the person's capacity to supervise or provide education and care to children at CCC Early Learning Childcare
- Not consuming alcohol or be affected by alcohol or drugs (including prescription medication) that impairs capacity to supervise or provide education and care to the children

- Developing procedures that include steps to remove an affected staff member from CCC Early Learning Childcare, so they do not further endanger other staff and children. Procedures should provide guidelines to ensure that the staff member is able to get home safely and outline steps for initiating police or ambulance intervention if the situation cannot be safely managed at the workplace level.
- Developing, updating and reviewing the Tobacco, Alcohol and other Drugs Policy in collaboration with the nominated supervisor, early childhood teachers, educators/staff, parents/guardians, children and others involved at CCC Early Learning Childcare
- Providing the nominated supervisor, early childhood teachers, educators, staff, contractors, volunteers, students and families with information about policy requirements, with opportunities to provide feedback and input
- Considering diversity and cultural practices when implementing this policy and tobacco, e-cigarettes, alcohol and other drugs initiatives.
- Ensuring the Tobacco, Alcohol and other Drugs Policy is included in educator and staff induction/orientation.
- Preventing and managing risks associated with the use of alcohol and other drugs.
- Monitoring the health and safety of early childhood teachers, educators, staff, contractors, volunteers, students on placement, parents/guardians and children.
- Providing information and training to early childhood teachers, educators and staff, including information and training on vaping, tobacco, e-cigarettes, alcohol and other drugs.
- Providing staff who identify as having an alcohol and/or other drugs problem referrals to professional assistance, and/or the Employee Assistance Program (if applicable).
- Ensuring there is a smoke and vape free zone within four metres of the entrance to CCC Early Learning Childcare premises, and within ten metres of children's outdoor play areas
- Ensuring that there is smoke and vape free signage that can be easily seen and understood by the whole community.
- Ensuring that all service events, on and off site, are smoke, vape and drug-free.
- If there is alcohol at a staff or family events, ensuring all legal requirements related to the sale and supply of alcohol are met and that responsible consumption of alcohol is promoted.
- Ensuring that the nominated supervisor, early childhood teachers, educators, staff, families and visitors adhere to legislation and CCC Early Learning Childcare policies related to smoke and vape-free areas and are asked not to smoke in sight of children.
- Encouraging the nominated supervisor, early childhood teachers, educators and staff who smoke or vape to take appropriate hygiene measures after smoking so that children are not exposed to second-hand and third-hand smoke.
- Not consuming or being under the influence of alcohol or affected by drugs when attending CCC Early Learning Childcare.
- Ensuring the consumption of alcohol as a part of events, celebrations, awards, gifts and fundraising is done so responsibly.
- Supporting the nominated supervisor, early childhood teachers, educators, staff and families who want to quit smoking, vaping, drinking or using other drugs to access appropriate agencies and maintaining confidentiality.
- Providing resources about the health risks related to smoking, vaping, excessive drinking and taking drugs to educators and staff.
- Providing information about health risks related to smoking, vaping, excessive drinking and using other drugs to families and community members, including information about accessing support services.
- Guiding age-appropriate, sensitive discussions about health issues related to vaping, tobacco, e-cigarettes, alcohol and drug use as opportunities arise (e.g. if a child is pretending to smoke).

- Engaging in professional development and resources that guide age-appropriate, sensitive discussions about health issues related to vaping, tobacco, e-cigarettes, alcohol and drug use as opportunities arise.
- Ensuring that partnerships are established with relevant organisations and health professionals to support smoke and vape-free, drug-free and responsible consumption of alcohol initiatives where appropriate.
- Ensuring that there are no partnerships with organisations that market or supply alcohol, tobacco, vapes or e-cigarettes.
- Taking reasonable care for their own health and safety in the workplace, and the health and safety of others who may be affected by their acts or omissions.

The educators and all other staff are responsible for:

- Ensuring that children being educated and cared for by CCC Early Learning Childcare are provided with an environment that is free from the use of vaping, tobacco/e-cigarettes, illicit drugs and alcohol
- Ensuring that a nominated supervisor, early childhood teachers, educators, staff, contractors, volunteers, students on placement at CCC Early Learning Childcare are not affected by alcohol or drugs, including prescription medication to impair the person's capacity to supervise or provide education and care to children at CCC Early Learning Childcare
- Not consuming alcohol or be affected by alcohol or drugs (including prescription medication) that impairs capacity to supervise or provide education and care to the children
- Developing procedures that include steps to remove an affected staff member from CCC Early Learning Childcare, so they do not further endanger other staff and children. Procedures should provide guidelines to ensure that the staff member is able to get home safely and outline steps for initiating police or ambulance intervention if the situation cannot be safely managed at the workplace level.
- Developing, updating and reviewing the Tobacco, Alcohol and other Drugs Policy in collaboration with the nominated supervisor, early childhood teachers, educators/staff, parents/guardians, children and others involved at CCC Early Learning Childcare
- Providing the nominated supervisor, early childhood teachers, educators, staff, contractors, volunteers, students and families with information about policy requirements, with opportunities to provide feedback and input.
- Considering diversity and cultural practices when implementing this policy and tobacco, e-cigarettes, alcohol and other drugs initiatives.
- Ensuring that all service events, on and off site, are smoke, vape and drug-free.
- If there is alcohol at a staff or family events, ensuring all legal requirements related to the sale and supply of alcohol are met and that responsible consumption of alcohol is promoted.
- Ensuring that the nominated supervisor, early childhood teachers, educators, staff, families and visitors adhere to legislation and CCC Early Learning Childcare policies related to smoke and vape-free areas and are asked not to smoke in sight of children.
- Encouraging the nominated supervisor, early childhood teachers, educators and staff who smoke or vape to take appropriate hygiene measures after smoking so that children are not exposed to second-hand and third-hand smoke.
- Not consuming or being under the influence of alcohol or affected by drugs when attending CCC Early Learning Childcare.
- Ensuring the consumption of alcohol as a part of events, celebrations, awards, gifts and fundraising is done so responsibly.
- Guiding age-appropriate, sensitive discussions about health issues related to vaping, tobacco, e-cigarettes, alcohol and drug use as opportunities arise (e.g. if a child is pretending to smoke).

- Engaging in professional development and resources that guide age-appropriate, sensitive discussions about health issues related to vaping, tobacco, e-cigarettes, alcohol and drug use as opportunities arise.
- Ensuring that partnerships are established with relevant organisations and health professionals to support smoke and vape-free, drug-free and responsible consumption of alcohol initiatives where appropriate.
- Ensuring that there are no partnerships with organisations that market or supply alcohol, tobacco, vapes or e-cigarettes.
- Taking reasonable care for their own health and safety in the workplace, and the health and safety of others who may be affected by their acts or omissions.

The parents and guardians:

- Developing, updating and reviewing the Tobacco, Alcohol and other Drugs Policy in collaboration with the nominated supervisor, early childhood teachers, educators/staff, parents/guardians, children and others involved at CCC Early Learning Childcare
- Providing the nominated supervisor, early childhood teachers, educators, staff, contractors, volunteers, students and families with information about policy requirements, with opportunities to provide feedback and input.
- Considering diversity and cultural practices when implementing this policy and tobacco, e-cigarettes, alcohol and other drugs initiatives.
- Not consuming or being under the influence of alcohol or affected by drugs when attending CCC Early Learning Childcare.
- Refraining from smoking in the car with children under the age of 18.

The Contractors, volunteers and students:

- Ensuring that children being educated and cared for by CCC Early Learning Childcare are provided with an environment that is free from the use of vaping, tobacco/e-cigarettes, illicit drugs and alcohol
- Ensuring that a nominated supervisor, early childhood teachers, educators, staff, contractors, volunteers, students on placement at CCC Early Learning Childcare are not affected by alcohol or drugs, including prescription medication to impair the person's capacity to supervise or provide education and care to children at CCC Early Learning Childcare
- Not consuming alcohol or be affected by alcohol or drugs (including prescription medication) that impairs capacity to supervise or provide education and care to the children
- Developing procedures that include steps to remove an affected staff member from CCC Early Learning Childcare, so they do not further endanger other staff and children. Procedures should provide guidelines to ensure that the staff member is able to get home safely and outline steps for initiating police or ambulance intervention if the situation cannot be safely managed at the workplace level.
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- Providing the nominated supervisor, early childhood teachers, educators, staff, contractors, volunteers, students and families with information about policy requirements, with opportunities to provide feedback and input.
- Considering diversity and cultural practices when implementing this policy and tobacco, e-cigarettes, alcohol and other drugs initiatives.
- Ensuring that all service events, on and off site, are smoke, vape and drug-free.
- If there is alcohol at a staff or family events, ensuring all legal requirements related to the sale and supply of alcohol are met and that responsible consumption of alcohol is promoted.

- Ensuring that the nominated supervisor, early childhood teachers, educators, staff, families and visitors adhere to legislation and CCC Early Learning Childcare policies related to smoke and vape-free areas and are asked not to smoke in sight of children.
- Encouraging the nominated supervisor, early childhood teachers, educators and staff who smoke or vape to take appropriate hygiene measures after smoking so that children are not exposed to second-hand and third-hand smoke.
- Not consuming or being under the influence of alcohol or affected by drugs when attending CCC Early Learning Childcare.
- Ensuring the consumption of alcohol as a part of events, celebrations, awards, gifts and fundraising is done so responsibly.
- Guiding age-appropriate, sensitive discussions about health issues related to vaping, tobacco, e-cigarettes, alcohol and drug use as opportunities arise (e.g. if a child is pretending to smoke).
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- Ensuring that partnerships are established with relevant organisations and health professionals to support smoke and vape-free, drug-free and responsible consumption of alcohol initiatives where appropriate.
- Ensuring that there are no partnerships with organisations that market or supply alcohol, tobacco, vapes or e-cigarettes.
- Taking reasonable care for their own health and safety in the workplace, and the health and safety of others who may be affected by their acts or omissions.

3. Legislation and regulations:

Relevant legislation and standards include but are not limited to:

- Child Wellbeing and Safety Act 2005 (Vic) (Part 2: Principles for children)
- Early Childhood Australia's Code of Ethics (2016)
- Education and Care Services National Law Act 2010: Section 174
- Education and Care Services National Regulations 2011: Regulations 82, 82, 175, 176
- Liquor Control Reform Act 1998
- National Quality Standard, Quality Area 2: Children's Health and Safety
- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2007 • Tobacco Act 1987 (Vic
- OHS Act section 25(1)(a) and (b)

National laws & Regulations:
National laws:
Section 167

Regulations:

- Regulation 82 (1)
- Regulation 83 (1)
- Regulation 83 (2) (a) (b)
- Regulation 103
- Regulation 175
- Regulation 176

The most current amendments to listed legislation can be found at:
Victorian Legislation – Victorian Law Today
Commonwealth Legislation – Federal Register of Legislation

4. Definitions:

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

4.2 **Drug:** Refers to any substance taken to change the way the body and/or mind functions.

4.3 **E-cigarette product:** Any electronic device that is intended to be used to create an aerosol for inhalation and any liquid, or product containing liquid, intended to be used in or with an electronic device to create an aerosol for inhalation.

4.4 **Prescription medication:** medicine that can only be made available to a patient on the written instruction of an authorised health professional. Examples of prescription medicines include blood pressure tables, cancer medicine and strong painkillers.

4.5 **Second-hand smoke:** refers to the ambient smoke that is a by-product of active smoking. It consists mainly of exhaled mainstream smoke and side stream smoke mixed with air. Breathing in second-hand smoke is also called passive smoking.

4.6 **Smoke Free Zone:** smoking that is prohibited in all enclosed workplaces and certain public spaces where members of the public gather and may be exposed to second-hand tobacco smoke.

4.7 **Third-hand smoke:** refers to residual tobacco smoke constituents that remain on clothes, surfaces and in dust after tobacco has been smoked. These substances are then re-emitted as gases or react with other compounds in the environment to create other substances.

4.8 **Tobacco product:** Any device or product that contains organic matter that is heated or burned to create aerosol or smoke that is inhaled by the user.

4.9 **Vaping:** E-cigarettes, also known as 'vapes', are battery operated devices that work by heating a liquid (or 'juice') until it becomes an aerosol that users inhale. Using an e-cigarette is commonly called 'vaping'.

5. Sources and related policies

5.1 SOURCES

- Alcohol and Drug Foundation
- Better Health Channel – Drugs
- Cancer Council Victoria
- Department of Education and Training – Drugs Education
- Health.Vic
- National Drug Strategy
- Quit Victoria
- Raising Children Network:
- Tobacco in Australia
- Work Safe Victoria: Guide for developing a workplace alcohol and other drugs policy (2017)

5.2 RELATED POLICIES

- Child Safe Environment
- Child Safe and Wellbeing
- Childcare Code of Conduct
- Parental Complaints
- Dropping and Picking Up of Children

- Interactions with Children
- Workplace Health and Safety
- Staffing.

Revision History

Date	Revision	Revised by
31/08/2025	Created	Leanne Lee-Ack