



Y WA

**TOBACCO VAPING ALCOHOL AND OTHER
DRUGS POLICY
ELCOSHCFDC**

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DOCUMENT CONTROL

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v1.0	First release	1/09/2012	EM SD
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1 PURPOSE

To ensure the safety and health of children, educators, and service staff, the Y WA will provide a work and care environment that is free from the use of tobacco, vaping, alcohol and other drugs.

Service staff and educators have a responsibility to ensure children enrolled in care, and other Y People are not exposed to tobacco, vaping, alcohol and other drugs.

Smoking and vaping are strictly prohibited on the premises, including indoor and outdoor areas, or in any areas visible to children and young people, during operating hours when children are present.

Consumption of alcohol or being under the influence of alcohol or other drugs, is strictly prohibited during operating hours when children are present.

2 SCOPE

This policy includes service staff, educators, families, educator's family members, visitors, students and volunteers when at Family Day Care, OSHC, and/or ELC.

3 DEFINITION OF TERMS

Term	Definition
Educator	For the purposes of this policy Educator includes and ELC, OSHC or Family Day Care Educator
Y People/Person	For the purposes of this policy includes any person participating in providing a Y WA service in any role, includes educators, contractors, students, volunteers and visitors.
Vaping	Using e-cigarette or vaping devices including devices that use non-nicotine products and nicotine products.
PCBU	person conducting a business or undertaking: The organisation or person that carries out business activities.
PMC	Person with Management or Control: A person with authority over a workplace or a specific aspect of a workplace.

4 ROLES AND RESPONSIBILITIES

Role Title	Responsibilities
Educator	Inform staff and visitors that Y WA services and venues are drug and alcohol-free, including vaping, smoking tobacco, alcohol and other drugs.
Y People/Person	Are not permitted to smoke during work hours, including break times, while on the centre premises, or while supervising children off-site. Staff are encouraged to support this policy by setting a positive example and refraining from smoking in the presence of children and families.
Parent and Visitor	Are not permitted to smoke on the centre premises, including outdoor play areas and car parks.
PBCU or PMC	Give or display notice to workers to the effect that smoking is prohibited "Just a friendly reminder: Smoking, E-cigarettes and other personal vaporisers are not allowed on Y WA premises. Thanks for your cooperation! "

5 PRINCIPLES

1. Smoking, vaping and/or drinking alcohol is prohibited on all Y WA premises, or licensed areas including outdoor play areas, and any areas within sight of the children.
2. Educators, service staff, contractors or visitors will not smoke, vape or take alcohol or other drugs whilst they are at the service and/or children are in their care.
3. Educators and service staff or other Y People will not be affected by alcohol or other drugs, including prescription drugs that impair their capability to provide care and education to the children.
4. Educators will ensure children enrolled in care are not exposed at any time to tobacco smoke, vaping alcohol or other drugs including while in overnight care, weekend care, or on excursions or at approved residences.

5. Students, volunteers, usual occupants and visitors to an approved Y WA Service premises, FDC residence or venue will not be permitted to smoke, vape take other drugs or drink alcohol on the premises during care hours.
6. No persons at the approved residence or venue, or on the premises, will be permitted to smoke, vape, drink alcohol or take other drugs while education and care is being conducted.
7. All alcohol, tobacco, vapes and other drugs will be stored in a place inaccessible to the children.
8. Educators will inform families and visitors to the residence or venue or premises of the tobacco, vape and drug and alcohol-free environment whilst children are in care.

6 BREACHES

Any breach of this policy will result in termination of the Family Day Care Educator’s registration and the grievance procedures set out in the service policy manual will not apply. The Family Day Care Educator found to be in breach of this policy shall cease work immediately.

Any breach of this policy by Y WA Staff or Family Day Care Educator may result in disciplinary action in accordance with the conditions of employment and registration. Staff and Family Day Care Educators are responsible for politely reminding parents, visitors, other staff of the non-smoking policy if they observe any breaches.

Persistent non-compliance by parents or visitors will be addressed and may result in restricting access to the service.

7 LEGISLATION AND STANDARDS

Legislation/Standard
Education and Care Services National Law (WA) Act 2012
Education and Care Services National Regulations, 2012
National Quality Standards
Tobacco Products Control Act 2006 (WA)
Occupational Safety and Health Act 1984 (WA)

8 SUPPORTING DOCUMENTS

Document ID	Document Title
	Safeguarding Children and Young People
SD-FDC-04-01-PROD	Children's Safety Procedure
	Y WA Code of Conduct

9 CONSIDERATIONS

Work Health and Safety Act 2020 - Section 19	
Work Health and Safety (General) Regulations 2022 -	
Division 7A -	Protection from tobacco smoke
Section 50G	Certain persons to give smoking restrictions
Section 50I	Exposure to second hand smoke
Section 50D -	Persons not to smoke in enclosed workplace

10 FEEDBACK

Feedback on this policy must be directed to the EM EYL. The EM EYL is responsible for maintaining the currency of this document.