



## Tobacco, alcohol and other drug use policy

Policy Number: G -25-08-2014

Version: 6

Responsible Person: BoG Chair

Approved by BoG on: 21-10-2021

Review date: 09-2022

Quality Area 2 (*Regulation 82*)

### Purpose

This policy provides guidelines to enable Hampton Park Community House:

- 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, alcohol and other drug use and promote the health benefits of avoiding these behaviours.

Working in partnership with Monash Health, HPCH has aligned this policy to the key policies and guidelines of the Health and Wellbeing Achievement Program.

### Values

Hampton Park Community House is committed to:

- ensuring a smoke-free and drug-free environment for children, families, educators, staff, volunteers and visitors
- promoting responsible 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 or taking drugs, and responsible alcohol consumption.

### Scope

This policy applies to all Hampton Park Community Staff including the Executive- approved provider, persons with management and Domain Areas, Management, nominated supervisors, person in day-to-day charge, early





childhood teachers, educators, staff, contractors, volunteers, students on placement, parents/guardians and visitors attending the programs and activities of Hampton Park Community House.

### Background and Legislation

#### Background

The abuse of alcohol and other drugs may damage physical and mental health. Impairment of behaviour can cause affected employees to injure themselves or others.

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 tobacco smoking on an individual's health are well documented. Second-hand smoke (refer to Definition) and third-hand smoke (refer to Definition) 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 (refer to Definition) and third-hand smoke (refer to Definition) 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 impair one's ability to exercise judgment, coordination, motor control, concentration, and alertness in the workplace. (Refer Attachment 2: for further information about hazardous chemicals) 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, 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 on.

The OHS Regulation requires that hazards are identified and action taken to systematically eliminate (or if elimination is not practicable, to control) risks arising from them.

Risk management is the process of recognising situations which have the potential to cause harm to people or property, and making an informed decision about how best to avoid or control the impact of the risks.

#### Legislation and standards

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)

### Definitions

The terms defined in this section relate specifically to this policy.

The service provider is Hampton Park Community House and the Approved Provider is Hampton Park Care Group Inc. The Approved Provider delegates its responsibility for the day to day operation of the service to the Nominated Supervisor.

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

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

**Notifiable complaint:** A complaint that alleges a breach of the Education and Care Services National Act or Regulation, or alleges that the health, safety or wellbeing of a child at the service may have been compromised. Any complaint of this nature must be reported by the approved provider to the secretary of DET within 24 hours of the complaint being made (Section 174(2) (b), Regulation 176(2) (b)). Written reports to DET must include:

- details of the event or incident
- the name of the person who initially made the complaint
- if appropriate, the name of the child concerned and the condition of the child, including a medical or incident report (where relevant)
- contact details of a nominated member of the Grievances Subcommittee/investigator
- Any other relevant information.

Written notification of complaints must be submitted via the National Quality Agenda IT system (NQAITS): <http://www.acecqa.gov.au/national-quality-agenda-it-system>. If the approved provider is unsure whether the matter is a notifiable complaint, it is good practice to contact DET for confirmation.

**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 tablets, cancer medicine and strong painkillers.

**Reportable incidences:** Under the Occupational Health and Safety Act 2004 (OHS Act), employers





and self-employed persons must notify WorkSafe immediately after becoming aware an incident has occurred.

Reporting incidents resulting in:

- death
- a person needing medical treatment within 48 hours of being exposed to a substance
- a person needing immediate treatment as an in-patient at a hospital
- a person needing immediate medical treatment for one of the following injuries: amputation,
- serious head injury or serious eye injury, removal of skin (example: de-gloving/ scalping) electric
- shock, spinal injury, loss of a bodily function, serious lacerations (example: requiring stitching or other medical treatment).

Reporting incidents involving:

- collapse or failure of an excavation, or shoring supporting an excavation
- collapse of a building structure (or partial collapse)
- implosion, explosion, or fire
- escape, spillage or leakage of any substance
- plant or objects falling from high places

**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 or involuntary smoking.

**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.

**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.

**Tobacco prevention:** Involves guided age-appropriate, sensitive discussions about health issues related to tobacco as opportunities arise.

**Tobacco, alcohol and other drugs:** For the purposes of this policy and for the Monash Health and Wellbeing Achievement Program, the 'Tobacco, Alcohol and Other Drugs' health priority area focuses on creating smoke-free and drug-free environments and responsible alcohol consumption.

### Sources and Related Policies

#### Sources

Alcohol and Drug Foundation: <https://adf.org.au>

Cancer Council Victoria: <https://www.cancervic.org.au>



## Your place

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Quit Victoria: <https://www.quit.org.au>

Raising Children Network: <https://raisingchildren.net.au>

Tobacco in Australia: <https://www.tobaccoinaustralia.org.au>

Health.Vic: [www2.health.vic.gov.au](http://www2.health.vic.gov.au)

Work Safe Victoria: Guide for developing a workplace alcohol and other drugs policy (2017)

Work safe Victoria **Controlling OHS hazards and risks: A handbook for workplaces**

<https://www.worksafe.vic.gov.au/resources/controlling-ohs-hazards-and-risks-handbook-workplaces>

### Related policies

- Child Safe Environment Policy
- Code of Conduct Policy
- Complaints and Grievances Policy
- Delivery and Collection of Children Policy
- Interactions with Children Policy
- Managing and reporting incidents policy
- Occupational Health and Safety Policy
- Safe Transportation of Children Policy
- Staffing Policy

### Supporting documents

- Staff Handbook
- Safe Culture Guide
- Jobs Australia Disciplinary Guide

### Authorisation

Signature of BoG Chair

Date of approval by BoG 21-10-2021

