Glen Iris Child Care and Kindergarten

GI-035 – Tobacco, Alcohol and Other Drugs Policy

Policy Number	GI-035
Quality Area	QA2 – Children's Health and Safety • QA4 – Staffing Arrangements • QA7 – Governance and Leadership
National Law	s.167 • s.168 • s.169
National Regulations	Regs. 82 • 83 • 168 • 169
Related NQS	QA2.1.2 • QA2.2.1 • QA4.2.2 • QA7.1.2
VEYLDF (2026)	Practice Principles – Secure, Respectful and Reciprocal Relationships • Wellbeing • Collaborative Leadership
Victorian Child Safe Standards:	Standards 2 • 8 • 11
Version:	1.0
Approved By:	Centre Director
Approved Date:	July 2026
Review Date:	July 2027

OUR COMMITMENT

Glen Iris Childcare Centre & Kindergarten Child Care Centre is committed to providing a safe, healthy and supportive environment that promotes the wellbeing of children, educators, families, volunteers and visitors.

The service maintains a smoke-free, vape-free, alcohol-free and drug-free environment to protect children from exposure to harmful substances and to ensure all adults attending the service are able to carry out their responsibilities safely, professionally and in the best interests of children.

We recognise that children learn through observation and role modelling. By maintaining healthy practices, we provide positive examples that support children's understanding of healthy lifestyles and wellbeing.

LEGISLATIVE INTENT

This policy supports Glen Iris Childcare Centre & Kindergarten Child Care Centre in meeting its obligations under the Education and Care Services National Law and National Regulations by promoting a healthy environment that protects children from exposure to tobacco, vaping products, alcohol and other drugs.

The policy establishes clear expectations for all adults attending the service and supports a workplace that prioritises children's safety, wellbeing and professional conduct.

PURPOSE

The purpose of this policy is to:

- Maintain a smoke-free, vape-free, alcohol-free and drug-free education and care environment.
- Protect children from exposure to tobacco smoke, vapour and harmful substances.
- Promote positive health and wellbeing for all members of the service community.
- Ensure educators remain fit for duty while working with children.
- Establish clear expectations for staff, families, volunteers, contractors and visitors.
- Support compliance with legislative and workplace health and safety requirements.

WHO THIS POLICY APPLIES TO

- This policy applies to:
- Approved Providers.
- Centre Director.
- Nominated Supervisor.
- Responsible Persons.
- Educational Leader.
- Educators.
- Administration staff.
- Students and Volunteers.
- Contractors.
- Families.
- Visitors.

DEFINITIONS

Tobacco Products
Any product containing tobacco, including cigarettes, cigars and loose tobacco.

Electronic Cigarettes (Vapes)
Electronic devices used to inhale vapour containing nicotine or other substances.

Alcohol
Any beverage containing alcohol.

Other Drugs
Prescription medication used inappropriately, illegal substances and any other substance that may impair a person's ability to safely perform their duties or supervise children.

Fit for Duty
Being physically, mentally and emotionally capable of performing work safely without impairment caused by alcohol, drugs or other substances.

WHY THIS POLICY MATTERS

Children have the right to grow, learn and play in environments that promote their health, safety and wellbeing.

Exposure to tobacco smoke, vaping products, alcohol or drug impairment places children at unnecessary risk and is inconsistent with providing high-quality education and care.

By maintaining a smoke-free, vape-free, alcohol-free and drug-free environment, Glen Iris Childcare Centre & Kindergarten Child Care Centre promotes healthy role modelling, supports workplace safety and ensures educators are always able to provide appropriate supervision, care and professional judgement.

GUIDING PRINCIPLES

Glen Iris Childcare Centre & Kindergarten Child Care Centre is committed to:

- Maintaining a smoke-free, vape-free, alcohol-free and drug-free environment at all times.
- Protecting children from exposure to tobacco smoke, vapour and harmful substances.
- Promoting healthy lifestyles through positive role modelling.
- Ensuring all educators and staff are fit for duty while caring for children.
- Complying with all workplace health and safety and legislative requirements.
- Supporting respectful communication and professional conduct when addressing concerns relating to tobacco, alcohol or other drugs.
- Providing clear expectations for educators, families, visitors, volunteers and contractors.
- Continuously reviewing practices to promote a safe and healthy service environment.

OUR POLICY

Glen Iris Childcare Centre & Kindergarten Child Care Centre maintains a smoke-free, vape-free, alcohol-free and drug-free environment to ensure the health, safety and wellbeing of all children, educators and visitors.
The service will:

- Prohibit smoking and the use of electronic cigarettes (vapes) anywhere within the service premises, including buildings, outdoor learning environments, entrances, exits, car parks and service vehicles (where applicable).
- Prohibit the consumption or possession of alcohol while children are attending the service or during any service activity.
- Require all educators, volunteers, students and contractors to be fit for duty at all times.
- Prohibit any person from attending the service while affected by alcohol or illegal drugs.
- Require prescription medication that may impair a person's ability to perform their duties safely to be disclosed to the Centre Director where appropriate.
- Ensure concerns relating to impairment are managed respectfully, confidentially and in accordance with employment obligations.
- Promote healthy role modelling for children through professional behaviour and healthy lifestyle practices.

Any person who does not comply with this policy may be requested to leave the service and further action may be taken where appropriate.

HOW WE PUT THIS POLICY INTO PRACTICE

Smoke-Free and Vape-Free Environment

Glen Iris Childcare Centre & Kindergarten Child Care Centre will:

- Maintain a completely smoke-free and vape-free environment.
- Display appropriate signage where required.
- Ensure educators, families and visitors understand the service's expectations.
- Ensure no child is exposed to tobacco smoke or vapour while participating in the education and care program.

Alcohol-Free Environment

The service will:

- Prohibit alcohol from being consumed or stored during operating hours.
- Ensure no educator, volunteer, contractor or visitor consumes alcohol while supervising or interacting with children.
- Ensure any service functions involving alcohol occur only outside children's attendance hours and are approved by the Approved Provider where appropriate.

Other Drugs

Glen Iris Childcare Centre & Kindergarten Child Care Centre will:

- Prohibit the possession or use of illegal drugs on the service premises.
- Require educators to present fit for duty at the commencement of every shift.
- Respond appropriately where concerns arise regarding impairment.
- Support workplace health and safety procedures where impairment may affect children's safety.

Prescription Medication

Where an educator is prescribed medication that may affect their ability to perform their duties safely, they are expected to:

- Inform the Centre Director where the medication may impair judgement, alertness or safe supervision.
- Follow medical advice regarding the safe use of the medication.
- Work collaboratively with leadership to ensure children's safety is maintained.

Any information disclosed will be managed confidentially and in accordance with privacy legislation.

Visitors, Families and Contractors

The service will:

- Inform visitors and contractors of the service's smoke-free, vape-free, alcohol-free and drug-free expectations.
- Request any person who appears to be affected by alcohol or other drugs to leave the premises if children's safety may be compromised.
- Maintain professional and respectful communication when managing concerns.

Health Promotion

Educators will:

- Model healthy lifestyle choices.
- Promote children's understanding of health and wellbeing through the educational program.
- Encourage respectful conversations about healthy choices in age-appropriate ways.
- Maintain professional conduct that reflects the service's values and philosophy.

ROLES & RESPONSIBILITIES

Approved Providers

Will:

- Ensure the service maintains a smoke-free, vape-free, alcohol-free and drug-free environment.
- Support compliance with legislative and workplace health and safety requirements.
- Provide appropriate policies and procedures.
- Support the Centre Director in implementing this policy.

Centre Director

Will:

- Lead implementation of this policy.
- Address concerns relating to tobacco, alcohol or other drugs promptly and professionally.
- Maintain confidentiality where personal information is disclosed.
- Support educators to remain fit for duty.
- Ensure appropriate signage and communication are maintained.
- Monitor compliance with this policy.

Educational Leader

Will:

- Promote healthy role modelling within the educational program.
- Support educators to incorporate health and wellbeing into children's learning.
- Encourage reflective practice relating to healthy environments.

Educators

Will:

- Arrive at work fit for duty.
- Comply with the smoke-free, vape-free, alcohol-free and drug-free expectations.
- Report concerns that may affect children's health or safety.
- Model healthy behaviours for children.
- Follow workplace health and safety procedures.

Students and Volunteers

Will:

- Comply with all requirements of this policy.
- Present fit for duty.
- Follow the direction of educators and the Centre Director.
- Maintain professional conduct while attending the service.

Families and Visitors
Will:

- Respect the service's smoke-free, vape-free, alcohol-free and drug-free environment.
- Refrain from smoking or vaping anywhere on the service premises.
- Ensure they do not attend the service while affected by alcohol or other drugs where children's safety may be impacted.
- Follow directions provided by educators or the Centre Director regarding this policy.

GLEN IRIS CHILDCARE CENTRE & KINDERGARTEN IN PRACTICE

At Glen Iris Childcare Centre & Kindergarten Child Care Centre, we are committed to creating a healthy environment where children can learn and thrive free from exposure to tobacco smoke, vapour, alcohol and other harmful substances.

Our smoke-free, vape-free, alcohol-free and drug-free expectations apply to all educators, families, students, volunteers, contractors and visitors while attending the service or participating in service activities. These expectations are communicated during staff induction, family enrolment and visitor sign-in processes.

Educators model healthy lifestyle choices through their professional conduct and promote children's understanding of health, safety and wellbeing through age-appropriate learning experiences. Any concerns regarding impairment or non-compliance with this policy are managed promptly, respectfully and confidentially, with children's safety remaining the highest priority.

The Centre Director regularly reviews workplace practices to ensure the service continues to provide a safe, healthy and supportive environment for everyone.

CHILDREN'S VOICE IN ACTION

Children are supported to develop an understanding of healthy lifestyles and personal wellbeing through everyday experiences.
Children's voices are encouraged when they:

- Participate in discussions about healthy bodies and healthy choices.
- Learn about caring for themselves and others.
- Explore healthy eating, physical activity and wellbeing through the educational program.
- Ask questions about health and safety in age-appropriate ways.
- Develop confidence to identify trusted adults who help keep them safe.
- Share ideas about creating healthy learning environments.

Educators intentionally promote children's understanding of health and wellbeing through play, conversations, stories and daily routines.

EXCEEDING PRACTICE

Glen Iris Childcare Centre & Kindergarten Child Care Centre exceeds the National Quality Standard by fostering a culture where healthy lifestyles, workplace wellbeing and positive role modelling are embedded into everyday practice.

Rather than focusing solely on compliance, educators intentionally model respectful, healthy behaviours that contribute to children's understanding of wellbeing and personal responsibility. The service promotes educator wellbeing through supportive leadership, professional expectations and open communication regarding workplace health and safety.

Healthy environments are viewed as a shared responsibility, with educators, families and visitors working together to maintain a service where children's health, safety and wellbeing are consistently prioritised.

CONTINUOUS IMPROVEMENT

Glen Iris Childcare Centre & Kindergarten Child Care Centre is committed to continually strengthening healthy workplace practices.
This policy will be reviewed through:

- Workplace health and safety reviews.
- Staff consultation and feedback.
- Family feedback where appropriate.
- Review of incidents or concerns relating to tobacco, alcohol or other drugs.
- Professional learning.
- Quality Improvement Plan goals.
- Changes to legislation and recognised best practice.

Continuous improvement ensures our service continues to provide a safe, healthy and supportive environment for all members of our community.

RELATED LEGISLATION

Education and Care Services National Law Act 2010

- **s.167** – Protection from harm and hazards.
- **s.168** – Education and care service policies and procedures.
- **s.169** – Policies and procedures to be followed.

Education and Care Services National Regulations 2011

- **Reg. 82** – Tobacco, drug and alcohol-free environment.
- **Reg. 83** – Tobacco, drug and alcohol-free environment notice.
- **Reg. 168** – Education and care service policies and procedures.
- **Reg. 169** – Policies and procedures to be followed.

- **Occupational Health and Safety Act 2004 (Victoria)**
- **Tobacco Act 1987 (Victoria)**
- **Smoke-Free Environment Act 2000 (where applicable)**

National Quality Standard

Quality Area 2 – Children's Health and Safety

- QA2.1.2 – Health practices and procedures.
- QA2.2.1 – Supervision.

Quality Area 4 – Staffing Arrangements

- QA4.2.2 – Professional standards.

Quality Area 7 – Governance and Leadership

- QA7.1.2 – Management systems.

Victorian Early Years Learning and Development Framework (VEYLDF) 2026

- Practice Principles for Learning and Development.
- Secure, Respectful and Reciprocal Relationships.
- Wellbeing.
- Collaborative Leadership.

Victorian Child Safe Standards

- **Standard 2** – Child safety and wellbeing is embedded in leadership, governance and culture.
- **Standard 8** – Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
- **Standard 11** – Policies and procedures document how the organisation is safe for children and young people.

RELATED DOCUMENTS

- Work Health and Safety Policy
- Risk Management Policy
- Code of Conduct Policy
- Child Safe Environment Policy
- Staffing Arrangements Policy
- Incident, Injury, Trauma and Illness Policy
- Governance and Management Policy
- Privacy and Confidentiality Policy

SUPPORTING DOCUMENTS

The following documents support the implementation of this policy:

- Staff Induction Checklist
- Visitor Sign-in Register
- Workplace Health and Safety Risk Assessments
- Staff Code of Conduct
- Professional Learning Records
- Hazard Report Forms
- Incident Reports (where applicable)
- Quality Improvement Plan

EVIDENCE OF PRACTICE

Glen Iris Childcare Centre & Kindergarten Child Care Centre demonstrates this policy through:

- A smoke-free, vape-free, alcohol-free and drug-free environment.
- Clear signage displayed at service entrances.
- Staff induction covering workplace expectations.
- Educators modelling healthy lifestyle choices.
- Professional management of any concerns relating to impairment.
- Ongoing health and wellbeing education within the curriculum.
- Regular review of workplace health and safety practices.
- Continuous monitoring through the Quality Improvement Plan.

REFLECTION & CONTINUOUS IMPROVEMENT

Critical reflection supports our commitment to maintaining a healthy and safe service environment.
Reflective questions include:

- Are all members of our service community aware of our smoke-free, vape-free, alcohol-free and drug-free expectations?
- How effectively are educators modelling healthy lifestyles for children?
- Do our workplace practices promote educator wellbeing and professional responsibility?
- Are any improvements needed to strengthen communication or signage?
- How do we respectfully manage concerns while maintaining children's safety?
- What additional strategies could further promote healthy environments across the service?

Outcomes from these reflections inform policy review, staff professional learning, workplace health initiatives and our Quality Improvement Plan.

VERSION HISTORY

Version	Date Approved	Approved By	Summary of Changes
1.0	July 2026	Centre Director	Initial policy developed as part of the Glen Iris Childcare Centre & Kindergarten Child Care Centre Governance, Policy and Procedures Manual. Developed to align with the Education and Care Services National Law, National Regulations, National Quality Standard, VEYLDF (2026), Victorian Child Safe Standards and relevant Victorian health and workplace legislation.