

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.

Considerations

- ✓ The Education and Care Services National Law 2010
- ✓ The Education and Care Services National Regulation 2011
- ✓ The Education and Care Services National Quality Standards 2011
- ✓ My Time Our Place
- ✓ Activity Centres Incorporated Grievance Policy
- ✓ Activity Centres Incorporated Disciplinary Action Policy
- ✓ Activity Centres Incorporated Conditions of Employment Policy

Procedures

- The services and it's 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 services, 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.
- 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 ACI Disciplinary Policy.
- Any conflicts that arise must be addressed as outlined in the Grievance and Complaints Policy or Disciplinary Action Policy.

Checklist for Staff

- Ensure you are not under the influence of drugs or alcohol.
- Ensure children are not being exposed to drugs or alcohol when collected by family members.
- Report any substance abuse to the manager.

_____ end of policy _____

Policy is only endorsed if initialled by 2 members of the management committee

Endorsed by the Management Committee on the 12th May 2017

Management Committee Policy is to be reviewed by the 12th May 2022