Alcohol, Drugs and Smoking **procedure**

**Purpose**

To ensure children are not subjected to the dangers associated with tobacco, drugs and alcohol, we will maintain a harm free environment where no individual staff member is affected by alcohol or drugs.

**To whom it applies**

All staff and parents.

**Related policies**

Education and Care Services National Law

Education and Care Services National Regulations

**Procedure**

1. Our services are strictly alcohol, drug and tobacco free.
2. In order to keep children, educators, families and visitors free from the dangers of alcohol, drugs, tobacco, including illegal substances, the following rules apply:
	1. The consumption of alcohol, drugs and tobacco are prohibited in all areas of the service including
3. Inside
4. Outside in the playground
5. Outside in the carpark
	1. Smoking and the consumption of alcohol is also prohibited
6. On incursions, excursions or regular outings at any point during the event
7. While travelling with a child
8. At educator meetings
9. At parent meetings
10. In any areas which can be viewed by our service children and families
11. In relation to social events at the service involving service families:
	1. smoking is prohibited, whether in work hours or not
	2. alcohol may be consumed outside work hours if children are not present. Alcohol may only be brought into the service immediately prior to the commencement of the gathering, and only after all the children have been collected. Any leftover alcohol will be removed from the premises immediately after the gathering concludes. Alcohol will not be stored for any length of time on service premises.
	3. Photos will be used to represent any alcoholic raffle prizes, and alcoholic prizes will not be stored on service premises.
12. Alcoholic gifts given to educators or staff will be removed from service premises immediately

(eg. placed in individual’s care if this is not parked on service premises.)

1. Under no circumstances will any person attend the service if they are affected by alcohol or drugs, including prescription medication, if in any way the consumption of these items impairs their capacity to supervise, educate or care for children.
2. The services will have NO SMOKING signs displayed.
3. Where relevant, our educators will engage children in conversations or learning experiences that promote the benefits of alcohol, drug and smoke free lifestyles.

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