

BERMAGUI PRESCHOOL



4.39 Tobacco, Vaping, Drugs and Alcohol Policy

This policy was approved by the Nominated Supervisor in consultation with staff and families.

Date Approved: October 2025

Review Date: October 2028

Aim

Bermagui Preschool is committed to providing a safe, healthy and drug-, alcohol-, tobacco- and vape-free environment for all children, educators, staff, families, volunteers, students, contractors and visitors. The safety, health and wellbeing of children is our highest priority. The use of tobacco, e-cigarettes (vapes), alcohol, illicit drugs or other impairing substances has the potential to place children at risk and is not permitted while children are being educated and cared for or during any preschool activity.

This policy outlines the expectations for all persons attending or working at the preschool and supports compliance with the Education and Care Services National Law, National Regulations and the National Quality Standard.

Policy

This policy applies to all educators, staff, volunteers, students, contractors, families, visitors, the Approved Provider and Nominated Supervisor, and to all preschool activities, including excursions, transportation and events.

Tobacco and Vaping

Bermagui Preschool maintains a tobacco- and vape-free environment at all times in accordance with the Education and Care Services National Regulations.

Smoking and the use of e-cigarettes or vaping devices is prohibited:

- Inside all preschool buildings and outdoor learning environments.
- On preschool grounds.
- During excursions, transportation and any preschool-related activity.

Educators and staff must not smoke or vape while wearing preschool uniform or in any circumstance where they may be identified as representing the preschool.

Families, visitors and contractors observed smoking or vaping on preschool grounds will be respectfully asked to cease immediately or move off the premises.

Alcohol

Alcohol must not be consumed, served or brought onto preschool premises while children are present.

Any person who appears to be affected by alcohol must not:

- Enter or remain at the preschool where their behaviour may compromise the safety or wellbeing of children.
- Supervise, care for or interact with children.
- Participate in preschool activities.

Educators and staff must not consume alcohol during working hours, including meal breaks, or attend work under the influence of alcohol.

Alcohol may only be available at approved adult-only events held outside operating hours, where no children are present, and with prior approval from the Approved Provider.

Illicit Drugs and Other Impairing Substances

The possession, use or distribution of illicit drugs or other prohibited substances on preschool premises or during preschool activities is strictly prohibited.

Educators, staff, volunteers, students, contractors and any adult attending the preschool must not be affected by illicit drugs or any substance that may impair their ability to safely supervise, educate or care for children.

Prescription and over-the-counter medications may only be used in accordance with medical advice and must not affect a person's capacity to perform their duties safely. Staff are expected to notify the Nominated Supervisor if prescribed medication may affect their ability to safely undertake their role.

Any suspected possession or use of illegal substances on preschool premises will be managed immediately and, where appropriate, reported to the relevant authorities.

Responsibilities

The **Approved Provider** will:

- Ensure this policy is implemented and regularly reviewed.
- Support the nominated supervisor in managing any breach of this policy.
- Ensure appropriate action is taken where the health, safety or wellbeing of children may be compromised.

The **Nominated Supervisor** will:

- Ensure educators, staff, volunteers, students and visitors are aware of this policy.
- Respond promptly to any concerns or breaches.
- Take appropriate action to protect the safety and wellbeing of children.
- Notify relevant authorities where required.

Educators, staff, volunteers and students will:

- Comply with this policy at all times.
- Present for work fit for duty and not affected by alcohol or drugs.
- Report any concerns regarding a person who appears to be under the influence of alcohol or drugs.
- Model safe and appropriate behaviour for children.

Families, visitors and contractors will:

- Comply with the tobacco-, vape-, alcohol- and drug-free requirements of the preschool.
- Support a safe environment for children.
- Follow any direction provided by educators or the nominated supervisor where a breach of this policy occurs.

Breaches of the Policy

Failure to comply with this policy may result in appropriate action, including:

- Disciplinary action for employees in accordance with the Code of Conduct and relevant employment obligations
- Parents, visitors or contractors being asked to leave the preschool premises
- Notification to relevant authorities where required
- Any other action necessary to ensure the immediate safety and wellbeing of children.

Related Policies

- Child Safe Environment Policy
- Code of Conduct Policy
- Incident, Injury, Trauma and Illness Policy
- Safe Arrival and Departure Policy
- Excursions Policy
- Workplace Health and Safety Policy
- Interaction with Children, Families and Staff Policy
- Students, Volunteers, Visitors and Work Experience Policy

Legislative and Regulatory Requirements

Education and Care Services National Law Act 2010

- Section 167 – Protection from harm and hazards

Education and Care Services National Regulations

- Regulation 82 – Tobacco, drug and alcohol-free environment
- Regulation 83 – Staff members and family day care educators not affected by alcohol or drugs
- Regulation 155 – Interactions with children
- Regulation 168 – Education and care service must have policies and procedures

National Quality Standard

Quality Area 2 – Children's Health and Safety

- Standard 2.1 – Health
- Standard 2.2 – Safety
- Element 2.2.1 – Supervision
- Element 2.2.2 – Incident and emergency management

Quality Area 4 – Staffing Arrangements

- Standard 4.2 – Professionalism

Quality Area 7 – Governance and Leadership

- Standard 7.1 – Governance
- Standard 7.2 – Leadership

Version History

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