

Tobacco, Drug and Alcohol Policy



Document Title	NQS4.36 Tobacco, Drug and Alcohol Policy	Version	2a
Date Approved	January 2024	Date for Review	December 2023
Warning - Ensure you are using the latest version of this policy.			
DCC Network/All Organisation Information/DCC Policies/Quality Area 4 – Staffing Arrangements			

1. Policy Statement

River Region Early Education is committed to providing and maintaining a healthy and safe work environment for children, educators, families and staff. Our service is strictly tobacco, drug and alcohol free. We have a zero tolerance for illegal drugs and alcohol in the workplace. Employees may use legal drugs in the workplace, for example prescription medication, if this does not impair their ability to provide appropriate education and care to children.

2. Rationale

To reduce and eliminate the likelihood of possible injury and/or potential negative effects resulting from alcohol and drug use and/or abuse in the work environment.

3. Scope

This policy applies to all employees, including part-time, full-time and casual employees, Board members, volunteers, students, trainees and contractors.

4. Definitions

Nil

5. Guidelines

a) Tobacco, drug and alcohol-free environment

The consumption of tobacco, drugs and alcohol is prohibited in all areas of River Region Early Education including:

- Inside
- Outside in the playground
- Outside, within 100m of the premise

Smoking and the consumption of alcohol is also prohibited during work hours:

- On incursions or excursions at any point during the event
- While travelling with a child
- At educator meetings
- At parent meetings
- In any areas which can be viewed by our service children and families
- The service will have No Smoking signs displayed.

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Under no circumstances will any person attend a River Region Early Education 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.

Where relevant, our educators will engage children in conversations or learning experiences that promote the benefits of a tobacco, drug and alcohol free lifestyle.

b) Social events

In relation to social events at River Region Early Education premises involving families of children who attend River Region Early Education:

- smoking is prohibited on River Region Early Education premises, whether in work hours or not.
- 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 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.
- photos will be used to represent any alcoholic raffle prizes, and alcoholic prizes will not be stored on service premises.

c) Gifts

Any alcoholic gifts given to educators or staff will be removed from River Region Early Education premises immediately (eg placed in individual's car if this is not parked on service premises or in the truck for the Mobile service.)

d) Drug and Alcohol Testing

The Approved Provider or General Manager will:

- ask an employee to complete a drug test using a commercial saliva testing kit if they reasonably suspect the employee is affected by illegal drug use,
- ask an employee to complete an alcohol test using a commercial urine or breath testing kit if they reasonably suspect the employee is affected by alcohol,
- ask a parent/guardian to attend the testing for any employees under 18 years of age,
- immediately remove employees from the premises if there is a positive result to a drug or alcohol test,
- immediately remove employees from the premises if they suspect the employee is impaired by prescription drugs or pharmacy medication,
- ask the employee to be formally tested for illegal drugs and alcohol at an independent and reputable testing facility if there is a positive result to a drug or alcohol test. Employees must get tested within 24 hours if there is a positive alcohol test, and within 7 days if there is a positive drug test,
- ring the police and assist with enquiries if they become aware that employees have, or have had, illegal drugs or drug taking implements on the premises.

The Approved Provider or General Manager may also implement random drug and alcohol tests to ensure no employee is impaired by alcohol or drugs. Random testing may involve every employee, groups of employees or selected employees.

e) Disciplinary Procedures

The Approved Provider or General Manager will fully and impartially investigate appropriate matters in line with our grievance procedures. Any employee removed from the premises will be asked to discuss the matter with the Approved Provider or General Manager the next working day. The Approved Provider or General Manager may suspend or terminate a person's employment if they:

- test positive for illegal drugs,
- have a blood alcohol reading greater than 0.00 or equivalent in urine or breath samples,
- are removed from the workplace because they're impaired by alcohol or drugs,
- refuse to undertake a screening test for alcohol or drugs,
- bring alcohol or illegal drugs onto the premises,
- are charged with a drug or alcohol related offence.

Employees who test positive for alcohol or drugs, or refuse to be tested, will not be paid for this time off work until they test negative, or until their termination date.

The Approved Provider or General Manager will maintain employee's privacy and confidentiality while completing any testing or investigations.

f) Risk Management

The Approved Provider and General Manager will:

- assist any employee who volunteers they have a drug or alcohol problem well before a positive test to:
 - locate suitable counselling and rehabilitation services,
 - access educational material about healthy lifestyles and the effects of alcohol and drug abuse,
- ensure this policy is explained to all new employees,
- encourage employees to report drug and alcohol abuse or criminal activity by team members,
- implement any appropriate training,
- include the requirements of this policy in employees' contracts,
- get employees to acknowledge they have read and understood this policy in writing and consent to drug and alcohol testing.

Employees will tell the Approved Provider and General Manager of any situation in which this policy may have been breached including:

- any situation in which team members are impaired by drugs or alcohol,
- the unauthorised possession or consumption of alcohol or other drugs on the premises.

6. Procedure

Nil

7. Resources and references

- Early Years Learning Framework
- Work Health and Safety Act 2011
- Work Health and Safety Regulations 2017
- Smoke Free Environment Act 2000,

- Smoke Free Environment Regulations 2016

8. Relevant Legislation, Regulations and Standards

Legislation	
Education and Care Services National Regulation	
82	Tobacco, drug and alcohol-free environment
83	Staff members and family day care educators not to be affected by alcohol or drugs
168	Education and care services must have policies and procedures – h) providing a child safe environment
National Quality Standards	
2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
4.2.2	Professional standards guide practice, interactions and relationships.
7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service.
Child Safe Standards	
Early Years Learning Framework Learning Outcomes	
Early Years Learning Framework Principles	
Early Years Learning Framework Practices	

9. Related Documents

Doc #	Attachments

Doc #	Intersections with other key documents
NQS7.45	Code of Conduct Policy
NQS7.44	Underperformance, Misconduct and Disciplinary Policy

10. Document Control

Doc #	Doc Title	Version	Approved	Next Review

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NQS4.36	Tobacco, Drug and Alcohol Policy	1	June 2018	June 2020
NQS4.36	Tobacco, Drug and Alcohol Policy	2	December 2020	December 2023
NQS4.36	Tobacco, Drug and Alcohol Policy (minor changes due to name change and new policy document format)	2a	January 2024	December 2023