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# SMOKE-FREE ENVIRONMENT POLICY

## QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

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### National Quality Standard (NQS)

<b>Quality Area 2: Children's Health and Safety</b>		
2.1.1	<b>Wellbeing and comfort</b>	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation.
<b>Quality Area 3: Physical environment</b>		
3.1.2	<b>Upkeep</b>	Premises, furniture and equipment are safe, clean and well maintained
<b>Quality Area 4: Staffing arrangements</b>		
4.2	<b>Professionalism</b>	Management, educators and staff are collaborative, respectful and ethical.

### Education and Care Services National Regulations

<b>Children (Education and Care Services) National Law</b>	
<b>82</b>	Tobacco, drug and alcohol-free environment

## Introduction

All workplaces have a duty of care to provide a safe, healthy and smoke free environment. Children, educators and families at Woden Early Childhood Centre (WECC) will not be exposed to the harmful effects of second-hand smoke while on WECC's premises.

## Purpose

WECC has adopted a smoke free environment policy to protect all persons who access the service from the effects of environmental tobacco smoke. WECC does not permit the smoking of any substance in any area of

the premises.

## Scope

This policy applies to children, families, staff, management and visitors of the Centre.

## Implementation

The philosophy of WECC will guide educator interactions and practices by providing a vision, a purpose and meaningful direction regarding goals for children and families.

### **The Nominated Supervisor or Director will:**

- ensure that the education and care environment is free from the use of tobacco for the children being cared for and educated
- take precautions to promote the health and well-being of children being cared for at WECC by protecting them from exposure to tobacco smoke
- designate all areas of WECC, including the building, outdoor areas and the car park, as smoke free zones
- seek to protect children from passive smoking environments during excursions
- ensure that educators receive an induction to WECC where they are informed of the Smoke-free environment policy
- inform educators who choose to smoke while employed at WECC that they are only able to leave the premises during allocated break periods. They must inform the Nominated Supervisor or Director and their room colleagues that they are leaving WECC's premises and, if smoking, must not be within view of WECC. At such times, educators must sign in and out of WECC. When educators return to WECC after smoking, they must wash their hands thoroughly and minimise the smell of tobacco on their clothing. Educators and volunteers are not permitted to smoke whilst on excursions
- ensure that during orientation and enrolment visits, families are reminded that WECC is a smoke free environment
- encourage educators and families to dispose of cigarette butts appropriately to ensure the safety of all children.

## Related policies / documents

- *Child protection*
- *Enrolment and orientation*
- *Excursions*
- *Staff code of conduct*

## Statutory legislation and considerations

- Smoke-free Public Places Act 2003 (ACT)
- NSW Smoke-free Environment Act 2000
- NSW Public Health (Tobacco) Act 2008
- Education and Care Services National Law (ACT) Act 2010
- Education and Care Services National Regulations 2011

## Sources and references

- Guide to the National Quality Standard (3) ACECQA (2011)
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011

- NSW Health - [www.health.nsw.gov.au/publichealth/healthpromotion/tobacco/legislation.asp](http://www.health.nsw.gov.au/publichealth/healthpromotion/tobacco/legislation.asp)
- Centre for Community Child Health - [www.rch.org.au/ccch](http://www.rch.org.au/ccch)
- The Cancer Council Australia - [www.cancer.org.au](http://www.cancer.org.au)
- The Cancer Council of ACT - [www.actcancer.org](http://www.actcancer.org)
- Health and Safety in Children's Centres: Model Policies and Practices (2nd ed.) - [www.community.nsw.gov.au/docswr/\\_assets/main/documents/childcare\\_model\\_policies.pdf](http://www.community.nsw.gov.au/docswr/_assets/main/documents/childcare_model_policies.pdf)

## Authorisation

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