



BOURKE AND DISTRICT CHILDREN'S SERVICES

QUALITY AREA 2: CHILDREN'S HEALTH & SAFETY

POLICY NAME: SMOKE AND VAPE FREE ENVIRONMENT

POLICY STATEMENT

Our organisation is committed to creating and maintaining an environment that promotes the safety of all children, staff and visitors. We believe in maintaining a healthy, safe and productive workplace environment that reduces risks and hazards associated with the use of smoking. BDCS is a smoke free environment and therefore does not permit the smoking of any substance or vaping in any indoor or outdoor part of the service or within four metres of any pedestrian entrance or exit.

BACKGROUND

We aim to ensure our education and care services are always free from tobacco, vaping devices and vaping substances in accordance with Education and Care National Law and Regulations. All workplaces have a regulatory and legislative duty of care order to provide a safe, healthy and smoke free environment. Children, educators and families will not be exposed to the harmful effects of second-hand smoke while on BDCS premises. Our service supports the [Smoke Free Environment Act 2000](#) and any person on BDCS premises is required to follow all conditions outlined in this act.

Research provides evidence that exposure to tobacco smoke and vaping substances poses major health risks to both children and adults. Babies and young children are especially vulnerable to the poisons of second-hand smoke because their bodies are developing. Effects of passive smoking include Sudden Unexpected Death in Infancy (SUDI), infections and conditions include croup, bronchitis and the increased likelihood of childhood asthma (Red Nose, 2020).

Throughout this policy, the term 'smoking' includes any type of cigarette or vape/electronic cigarette.

OVERALL STRATEGIES / HOW WILL IT BE DONE?

SUPPORT TO QUIT SMOKING

Contact Quitline for help to quit smoking and vaping. You can call the hotline on 13 QUIT (13 7848), to talk to a counsellor or request a call back. To get culturally sensitive support, ask to speak with an Aboriginal and Torres Strait Islander counsellor.

Useful websites:

[How to quit smoking and vaping | Australian Government Department of Health and Aged Care](#)

[Quit smoking | Cancer Council](#)

[Quitting smoking and vaping | healthdirect](#)

EMPLOYEE ASSISTANCE PROGRAM (EAP)

Our organisation provides an Employee Assistance Program (EAP) free of charge to all current employees. The EAP Program may be accessed to provide confidential, professional counselling and support. Phone 04 0708 6000 to speak to an EAP counsellor or speak to management for further information.

ROLES AND RESPONSIBILITIES

THE APPROVED PROVIDER AND DIRECT SUPERVISORS WILL:

- Ensure that obligations under the Education and Care Services National Law and National Regulations are met.
- Ensure all staff (including casual staff) receive information and induction training to fulfil their roles effectively, including being made aware of the Smoke and Vape Free Environment Policy, their responsibilities in implementing it, and any changes that are made over time.
- Ensure students, visitors and volunteers have knowledge of and adhere to this policy.
- Ensure all BDCS services are free from the use of tobacco, vaping devices and vaping substances.
- Ensure that smoking doesn't occur in any indoor or outdoor part of the service or within four metres of any pedestrian entrance or exit.
- During orientation/induction, ensure all employees, students, volunteers and visitors are aware that all indoor and outdoor areas of BDCS are smoke free zones and smoking is not permitted within four metres of any pedestrian entrance or exit.
- Seek to protect children from passive smoking environments during excursions.
- Inform staff members, students and volunteers who choose to smoke while employed/on placement at BDCS, that they must adhere to the following:
 - They are only able to leave the premises during allocated break periods



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- They must sign in and out of the service as appropriate
- If smoking, they must not be on BDCS grounds or within view of the service or service car parks
- If smoking, they must cover their usual work clothes with a different shirt/jumper to minimise the smell on their work clothing and to ensure that the BDCS logo is not on display
- Upon return to the service after smoking, they must wash their hands thoroughly and minimise the smell of smoke on their clothing
- Encourage staff and families to dispose of cigarette butts appropriately to ensure the safety of all children.
- Ensure universal signage is displayed throughout indoor and outdoor areas of the service to indicate a smoke free zone.
- Make information available about the effects of smoking and ensure that the 'Quitline' number (Phone: 137848), is available to all staff, students, and volunteers.

STAFF MEMBERS, STUNDEENTS AND VOLUNTEERS WILL:

- Ensure they abide by the Smoke-Free Environment Act 2000 (NSW) at all times which prohibits smoking in early childhood facilities and within four metres of a pedestrian entrance to a public building.
- Not be in possession of smoking devices or substances while providing education and care to children.
- Only leave the premises during allocated break periods.
- Sign in and out of the service as appropriate.
- Not be on BDCS grounds or within view of the service or service car parks when smoking.
- Cover their usual work clothes with a different shirt/jumper to minimise the smell on their work clothing and to ensure that the BDCS logo is not on display.
- Wash their hands thoroughly and minimise the smell of smoke on their clothing, upon return to the service after smoking.
- Dispose of any cigarette butts appropriately.

FAMILIES WILL:

- Ensure they abide by the Smoke-Free Environment Act 2000 (NSW) at all times which prohibits smoking in early childhood facilities and within 4 metres of a pedestrian entrance to a public building.
- Dispose of any cigarette butts appropriately.

CONTINUOUS IMPROVEMENT/REFLECTION

Our Smoke and Vape Free Environment Policy will be reviewed on an annual basis in consultation with children, families, staff and management. If there are changes to legislation, ACECQA guidance or any incident related to our policy, then it will be reviewed as soon as practicable.

CHILD SAFE STANDARDS

Standard 1	Child safety is embedded in organisational leadership, governance, and culture
Standard 3	Families and communities are informed and involved
Standard 5	People working with children are suitable and supported
Standard 7	Staff are equipped with the knowledge, skills, and awareness to keep children safe through continual education and training
Standard 10	Policies and procedures document how the organisation is child safe.

NATIONAL QUALITY STANDARD (NQS)

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2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
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QUALITY AREA 4: STAFFING ARRANGEMENTS

4.2	Professionalism	Management, educators and staff are collaborative, respectful and ethical.
4.2.2	Professional standards	Professional standards guide practice, interactions and relationships.

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP

7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.
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7.1.3 Roles and responsibilities Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS AND NATIONAL LAW

82	Environment to be free from tobacco, vaping devices, vaping substances, drugs and alcohol
84	Awareness of child protection law
155	Interactions with children
168	Education and care services must have policies and procedures
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
190	Infringement offences

STATUTORY LEGISLATION & CONSIDERATIONS

- [Smoke-free Environment Act 2000](#)
- [Smoke-free Environment Regulation 2016 \(NSW\)](#)
- [Education and Care Services National Law Act 2010 \(Amended 2023\)](#)
- [Education and Care Services National Regulations \(Amended 2023\)](#)
- [Work Health and Safety Act 2011](#)

SOURCES

Acknowledgement to Community Early Learning Australia and Childcare Centre Desktop.
 Australian Government, Department of Health and Age Care. [Quitline](#).
 Australian Government Department of Education. (2022). [Belonging, Being and Becoming: The Early Years Learning Framework for Australia](#). V2.0, 2022.
 Early Childhood Australia Code of Ethics. (2016).
 Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017). (Amended 2023).
 Guide to the National Quality Framework. (2017). (Amended 2025). [Guide to the National Quality Framework](#).
 Revised National Quality Standard. (Amended 2023).
 Safe Work Australia (2020).

RELATED POLICIES

- Child Protection Policy
- Code of Conduct Policy
- Complaints Handling Policy
- Excursion and Incursion Policy
- Family Participation and Communication Policy
- Interactions with Children Policy
- Privacy and Confidentiality Policy
- Providing a Child Safe Environment Policy
- Safe Transportation of Children Policy

RELATED DOCUMENTS

POLICY REVIEWED	NEXT REVIEW DATE	POLICY REVIEWED BY
SEPTEMBER 2025	SEPTEMBER 2026	Charlotte Parnaby
MODIFICATIONS	<ul style="list-style-type: none"> • Renamed policy (previously 'Smoke Free Environment') • Changes in legislation regarding vapes and vaping substances incorporated • Students and volunteers included in same category as staff • Staff, students and volunteers required to cover their usual work clothing with a shirt/jumper when smoking • Updated where Quitline signage is displayed • Updated legislation and other links where necessary 	



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POLICY REVIEWED	PREVIOUS MODIFICATIONS	POLICY AUTHORISED BY
AUGUST 2024	<ul style="list-style-type: none">• New policy format• Child Safe Standards added• Regulation amendments incorporated• Addition of vaping/electronic cigarettes within content	Prue Ritchie
JANUARY 2021		Prue Ritchie