



BOURKE AND DISTRICT CHILDREN'S SERVICES

QUALITY AREA 2: CHILDREN'S HEALTH & SAFETY

POLICY NAME: SMOKE FREE ENVIRONMENT

POLICY STATEMENT

Our service 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 4 metres of any pedestrian entrance or exit.

BACKGROUND

We aim to ensure our education and care service is a tobacco free environment at all times 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 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 Service 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 NOMINATED SUPERVISORS WILL:

- Ensure that obligations under the Education and Care Services National Law and National Regulations are met.
- Ensure educators (including casual staff) receive information and induction training to fulfil their roles effectively, including being made aware of the Smoke 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 that smoking doesn't occur in any indoor or outdoor part of the service or within 4 metres of any pedestrian entrance or exit.
- During orientation/induction, ensure all employees and visitors are aware that all indoor and outdoor area of BDCS are smoke free zones and smoking is not permitted within 4 metres of any pedestrian entrance or exit.
- Seek to protect children from passive smoking environments during excursions.
- Inform staff members who choose to smoke while employed 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.
- Upon return to the service after smoking, they must wash their hands thoroughly and minimise the smell of smoke on their clothing.
- Encourage educators 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 displayed on all relevant signage

STAFF MEMBERS WILL:

- Ensure they abide by the Smoke-Free Environment Act 2000 (NSW) at all times which prohibits smoking in Childcare facilities and within 4 metres of a pedestrian entrance to a public building.
- Dispose of any cigarette butts appropriately.
- Only leave the premises during allocated break periods.
- Sign in and out of the service as appropriate.
- If smoking, they will not be on BDCS grounds or within view of the service or service car parks.
- Upon return to the service after smoking, wash their hands thoroughly and minimise the smell of smoke on their clothing.
- 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 Childcare facilities and within 4 metres of a pedestrian entrance to a public building.
- Dispose of any cigarette butts appropriately.

CONTINUOUS IMPROVEMENT/REFLECTION

Our Smoke Free Environment Policy will be reviewed on an annual basis in consultation with children, families, staff, educators, and management.

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)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

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.
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	Tobacco, drug and alcohol-free environment
84	Awareness of child protection law
155	Interactions with children



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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 Children's Education & Care Quality Authority (ACECQA). (2014).
- Australian Children's Education & Care Quality Authority (ACECQA). (2023). [Guide to the National Quality Framework](#).
- 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 2023).
- Revised National Quality Standard. (Amended 2023).
- Safe Work Australia (2020).

RELATED POLICIES

- Child Protection Policy
- Child Safe Environment Policy
- Code of Conduct Policy
- Complaints Handling Policy
- Family Participation and Communication Policy
- Interactions with Children Policy

RELATED DOCUMENTS

POLICY AUTHORISED BY	Prue Ritchie	POLICY REVIEWED	August 2024
NEXT REVIEW DATE	August 2025		
MODIFICATIONS	<ul style="list-style-type: none"> • New policy format • Child Safe Standards added • Regulation amendments incorporated • Addition of vaping/electronic cigarettes within content 		
PREVIOUS REVIEW			
POLICY AUTHORISED BY	Prue Ritchie	DATE	January 2021