

INTRODUCTION

All workplaces have a regulatory and legislative duty of care under 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.

OVERALL GOALS – What are we going to do?

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

OVERALL STRATEGIES – How will it be done?**The Approved Provider will:**

- Ensure that BDCS's 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 BDCS by protecting them from exposure to tobacco smoke.
- Designate all area of BDCS including the building, car park and outdoor areas as smoke free zones.

The Nominated Supervisor will:

- Seek to protect children from passive smoking environments during excursions.
- Ensure that educators receive an induction at BDCS whereby they are informed of the Smoke Free Environment Policy
- Inform educators who choose to smoke while employed at BDCS that they are only able to leave the premises during allocated break periods. They must inform the Nominated Supervisor or colleagues that they are leaving the premises and if smoking, must not be within view of the service. At such times, educators must sign in and out of the service. When Educators return to the service after smoking, they must wash their hands thoroughly and minimise the smell of tobacco on their clothing.
- Ensure that during orientation and enrolment visits, families are reminded that BDCS is a smoke free environment.
- Encourage educators and families to dispose of cigarette butts appropriately to ensure the safety of all children.
- Ensure there are 'No Smoking' signs displayed in all areas of BDCS through the WHS checklists. Ensure universal signage is available to indicate a smoke free zone.
- Make Information available about the effects of smoking and ensure that The Quit line number is be displayed on all 'No Smoking' signs
- Ensure information is available advising families of this policy at enrolment, such as in the family handbook.

Educators will:

- Read and follow this policy and abide by the Smoke-Free Environment Act 2016 (NSW) which prohibits smoking in childcare facilities and within 4 metres of a pedestrian entrance to a public building.
- Only leave the premises during allocated break periods and after informing the Nominated Supervisor or colleagues that they are leaving. At such times, educators must sign in and out of the service.
- Smoking must not be within view of the service.
- When Educators return to the service after smoking, they must wash their hands thoroughly and minimise the smell of tobacco on their clothing.
- Dispose of any cigarette butts appropriately.

Families will:

- Read and follow this policy and abide by the Smoke-Free Environment Act 2016 (NSW) which prohibits smoking in childcare facilities and within 4 metres of a pedestrian entrance to a public building.
- Dispose of any cigarette butts appropriately.

MONITORING, EVALUATION AND REVIEW

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this Policy every 18 months. Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with R. 172 of the Education and Care Services National Regulations, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

RELATED LEGISLATION

- Education and Care Services National Regulations
- Smoke-free Environment Act 2000 (NSW): <http://www.legislation.nsw.gov.au/viewtop/inforce/act+69+2000+FIRST+0+N/>
- Smoke-free Environment Regulations 2016 (NSW): <https://www.legislation.nsw.gov.au/regulations/2016-558.pdf>
- Health (Tobacco) Act 2008
- Children (Education and Care Services National Law Application) Act 2010
- NSW Work Health and Safety Act 2011 and the NSW Work Health and Safety Regulation 2011

LINKS TO:

- National Quality Standards: 2.1, 2.2, 3.1.2, 4.2
- Education and Care Services National Regulations: 82

SOURCES

- Australian Children's Education and Care Quality Authority (ACECQA) – www.acecqa.gov.au
- Guide to the National Quality Framework ACECQA (2018)
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- NSW Health – <https://www.health.nsw.gov.au/tobacco/Pages/default.aspx>
- Centre for Community Child Health – <https://www.rch.org.au/ccch/>
- The Cancer Council Australia – <https://www.cancer.org.au/>
- The Cancer Council of NSW – <https://www.cancercouncil.com.au/>

• Policy Revision History

Date	Authorised By	Description of Amendments	Sections affected
Jan 2021	P. Ritchie – GM		

- Review Date: Jan 2022