



LIWARA CATHOLIC OUTSIDE SCHOOL HOURS CARE ALCOHOL, SMOKING AND ILLICIT SUBSTANCES POLICY

POLICY STATEMENT

The health, safety and wellbeing of children and staff is paramount at our service.

RATIONALE

Under the *Education and Care Services National Regulations 2012* no persons may consume alcohol, smoke, take or possess illegal drugs or any other substance that may cause harm to themselves or others around them whilst on the service premises.

PROCEDURES

Staff who choose to smoke during break times must remove themselves from the premises and ensure they are out of sight of children and families.

No staff member is permitted to be under the influence of alcohol or drugs (including prescription drugs) which may impair their ability to provide care and education for children attending the service.

Any staff member who appears to be adversely affected by drugs or alcohol will be removed from duty immediately.

If an enrolled child appears to be adversely affected by drugs, alcohol or any other substance the child's parent will be contacted and will be required to collect the child as soon as practicable. The child will be monitored by an educator with a first aid qualification until the parent arrives.

Any illicit drugs found at the service will be confiscated and reported to service management. If a child is involved their parent will be notified. If a staff member is involved the centre manager will take appropriate disciplinary action and where appropriate refer the matter to the police.

Should a parent or person nominated to collect a child appear to be adversely affected by drugs or alcohol when they arrive to collect a child from care staff should refer the matter to the nominated supervisor before releasing a child into their care. Another authorised person listed on the child's enrolment form will be contacted and requested to come and collect the child from the centre.

REFERENCES

Australian Children's Education and Care Quality Authority (2012), *Education and Care Services National Regulations (WA) 2012*. ACECQA, NSW.

Australian Children's Education and Care Quality Authority (2011), *The Guide to the National Quality Standard*, ACECQA, NSW.

Australian Children's Education and Care Quality Authority (2011), *The Guide to the Education and Care Services Law and the Education and Care Services National Regulations*, ACECQA. NSW.

Department for Local Government and Communities and the Education and Care Regulatory Unit
<http://www.communities.wa.gov.au/education-and-care/Pages/default.aspx>

Review History		
Previous Review	Year of Review	Next Review
May 2015	February, 2017	February, 2019