

CENTRE PROCEDURES

46 Health & Safety Practices Standard: General

Licensing Criteria: HS33

Alcohol, Smoking and other substances

Rationale:

Treetops Early Learning Centre provides an environment that is safe and healthy for our children, staff, and parents / caregivers.

Procedures:

- No staff member, parent/caregiver or visitor will smoke on the premises of the Centre. This includes the carpark area and in direct view of children.
- No smoking signs will be displayed at the front entrance to the building.
- Smoking will not be permitted by staff or parents/caregivers on any excursion from the centre.
- No staff member will wear their uniform (or working clothes) whilst smoking. Staff who wish to smoke will be expected to change into their own clothing before / after work hours and during break times, and must wash hands before resuming duties
- No alcohol will be consumed on the premises during licenced hours.
- Any staff member or parent / caregiver who arrives at the centre and is under the influence of alcohol or other substance may be denied access to the centre. Staff will assess the situation based on any person displaying behaviour which is likely to be disruptive to the centre or puts children at risk. Police will be notified if assistance is required.
- No illegal drugs will be permitted on the Centre grounds. Controlled drugs and prescription only medication is permitted only when obtained by prescription, clearly labelled to the intended user and taken in accordance with the directions.
- All medicines must be stored in a safe place which is inaccessible to children.
- Staff will adhere to this policy with parents/caregivers and visitors to the centre.

Reference:

Smoke free environments Act 1990

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