

Tottenham War Memorial Early Childhood Centre Smoke Free Workplace Policy

As an employer, the Management Committee has a duty under the Work Health and Safety provisions to provide a safe, healthy and smoke free work environment and to protect the health of all employees from illness or injury arising from the workplace. Consequently, in the interests of health and safety of all employees the Centre is a non-smoking workplace.

Statutory Legislation and Considerations:

Education and Care Services National Regulations
National Quality Standards
NSW Work and Health Safety Act
Smoke Free Environment Act

Rationale:

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

The Approved Provider will:

- Ensure that the Centre is free from the use of tobacco for the children being educated and cared for.
- Designate all areas of the Centre as smoke free zones.

The Nominated Supervisor will:

- Seek to protect children from passive smoking environments during excursions.
- Ensure that educators receive an induction to the Centre where they are informed of the *Smoke Free Workplace Policy*.
- Ensure that during orientation and enrolment visits families are reminded that the Centre is a smoke free environment.
- Ensure that there are 'No Smoking' signs displayed in the Centre through the WH and S checklist.

Smoke Free Workplace Strategies:

- No tobacco or any other substance is smoked on any part of the premises of the Centre at any time.
- Smoking is prohibited at the Centre, and on excursions
- This smoke-free workplace policy applies to all staff, parents, students, volunteers and visitors.
- Educators promote 'non-smoking' when appropriate eg in conversations with children and in "Healthy bodies" programming experiences.
- This policy applies always - even when the Centre is "child free".

Evaluation:

The Centre is a smoke free environment. Educators and families will not expose other adults and children to the effects of passive smoking. The health benefits of smoke free environments will be promoted.

Sources:

Community Child Care Co-operative (NSW) policy template
Health and Safety in Children's Centres: Model Policies and Practices

Ratified:.....

Date:.....

Updated June 2018