

**POLICY NO 11: DRUGS AND ALCOHOL**

**Key Policy Contact Person:** Manager, Our Village Family Childcare

**POLICY STATEMENT:**

Our Village Family Childcare (OVFC) is committed to the health and wellbeing of children, staff, Educators students Volunteers and families. Illicit drugs and alcohol impair the abilities of adults to perform their education and childcare duties in a safe and professional manner.

Education and Care Services National Regulations, (current version July 1, 2023) Part 4.2 Children’s Health and Safety, Regulation 82 (2) states that “a Family Day Care Educator must ensure that children being educated and cared for by the Educator as part of a family day care service are provided with an environment that is free from the use of tobacco, illicit drugs and alcohol”.

**CRITICAL INFORMATION:**

- No person who is affected by drugs and/or alcohol shall supervise or remain in the presence of a child in care.
- The Educator shall not consume alcohol during the hours the children are in education and care as part of the OVFC, nor shall any other person consume alcohol within the registered environment whilst children are in care Education and Care Services National Regulations, (current version July 1, 2023) Part 4.2 Children’s Health and Safety Regulation 83 (3a))
- Children in education and care with an OVFC Educator shall not be taken to environments where alcohol or drugs are being consumed.

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**PURPOSE:**

To ensure OVFC protects children in care from risks associated with drug and alcohol use by others.

**SCOPE/RESPONSIBILITIES:**

This document applies to all Educators, Families, Coordination Unit Staff, Volunteers and Students of OVFC.

**STATEMENT OF DIVERSITY**

Sunbury and Cobaw Community Health is committed to improving the health of our community and being accessible to all, including people from culturally and linguistically diverse (CALD) communities, those from Aboriginal and Torres Strait Islander background, people with a disability, Lesbian Gay Bisexual Transgender Intersex and Queer (LGBTIQA+) people and other socially vulnerable groups and supporting their communities across the lifespan from birth to older age.

**DEFINITIONS:**

<b>Drugs</b>	Any illegal, recreational, or non-prescriptive substances.  A drug is any substance (including alcohol) that when consumed, deprives a person of normal mental or physical faculties (whether permanently or temporarily). This includes mental alertness, vision, coordination, and reaction to situations. The broad definition of drugs means that they include prescription medicine, over-the-counter medicine, common tranquilisers or stimulants, herbal remedies, or illicit drugs.
<b>Alcohol</b>	Alcohol and other drugs may also impact on a person’s normal mental or physical faculties, e.g., causing drowsiness and slower reflexes, blurred vision, or reduced alertness. This can increase the risk of mistakes or cause an incident or accident. Combining alcohol and drugs may increase this risk significantly.
<b>Medication</b>	Medicine prescribed by a doctor, and which may have side effects as stated on the medicine label

**PROCEDURES:**

- No person who is affected by drugs and/or alcohol shall supervise or remain in the presence of a child in care.
- The Educator shall not consume alcohol during the hours the children are in education and care as part of the OVFC, nor shall any other person consume alcohol within the registered environment whilst children are in care Education and Care Services National Regulations, (current version July 1, 2023) Part 4.2 Children’s Health and Safety Regulation 83 (3a))
- Children in education and care with an OVFC Educator shall not be taken to environments where alcohol or drugs are being consumed.
- An Educator must not be affected by alcohol or drugs (including prescription medication) to impair his or her capacity to provide education and care to the children (Regulation 83 (3b))

- Authorised people, nominated on the children’s enrolment, collecting children should be capable of acting in a responsible manner.
- Where possible, children should not be released to an adult who is demonstrating behaviours suspected of being the result of drugs or alcohol.
- If an Educator has concerns for a child’s welfare, they should endeavor to prevent the release of children, however if this is not possible the children should be released, the police contacted, and the Coordination Unit notified immediately.
- An Incident, Injury, Trauma, and Illness Record must be completed and forwarded to the Coordination Unit within 12 hours of the event happening.

**REFERENCES:**

- [Education and Care Services National Regulations, \(current July 1, 2023\) Regulation 82, 83](#)

**RELATED POLICIES & PROCEDURES/ WORK INSTRUCTIONS:**

- Delivery and Collection of Children – 3
- Parental Access to Children - 29
- Educator Agreement Termination or Suspension - 39
- Child Safe Environment and Child Protection – 7
- SCCH Alcohol and other Drugs in the workplace Policy and Procedure

**VERSION CONTROL AND LEGISLATION:**

For office use only (to be completed by the Quality, Safety & Compliance unit)			
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