

POLICY NO 27: VAPING, TOBACCO & SMOKE FREE ENVIRONMENT

Key Policy Contact Person: Manager, Our Village Family Childcare

POLICY STATEMENT:

All children placed in Our Village Family Childcare (OVFC) are always provided with a provided with an environment that is free from the use of tobacco, vaping devices and vaping substances whilst in care in accordance with the Education and Care Services National Regulations, (updated version September 1, 2025), Part 4.2 Children's health and safety, Regulation 82 (2).

Educators should be aware of the penalty that could be imposed under the regulations and the legal implications of not providing an environment free a tobacco, vaping devices and vaping substances in the family childcare residence and/or car used for children whilst in their care.

Passive smoking, vaping and vaping substances is harmful to the health of children. Also, children's learning and own behaviour is influenced by the behaviour of the adults they interact with.

The Tobacco Act makes it illegal to smoke or vape in all enclosed workplaces and many public spaces where people can be exposed to passive smoking, vaping substances or aerosol from an e-cigarette. As well as within the grounds of, and within four metres of entrances to, childcare centres, kindergartens, pre-schools, and primary and secondary schools.

CRITICAL INFORMATION:

This policy and procedure in accordance with the Education and Care Services National Regulations, Regulation 82 follows the set criteria for OVFC Unit Staff, Educators and Families to ensure the health and safety of the children when creating a Tabaco and smoke free environment.

Contents

POLICY STATEMENT:	1
PURPOSE:	2
SCOPE/RESPONSIBILITIES:	2
STATEMENT OF DIVERSITY	2
DEFINITIONS:	2
PROCEDURES:	2
REFERENCES:	3
RELATED POLICIES & PROCEDURES/ WORK INSTRUCTIONS:	4
VERSION CONTROL AND LEGISLATION:	4

PURPOSE:

As passive smoking, vaping and vaping substances is harmful to the health of children, OVFC ensures all children placed in the service have access to an environment free from smoke, vaping, vaping substances or aerosol from an e-cigarette environment whilst in care, including whilst undertaking any outings.

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:

Smoking	The direct inhalation of tobacco and / or other plant or chemical smoke via a cigarette, pipe, or other device (including electronic cigarettes (vapes)).
Passive Smoking	The inhalation of environmental tobacco smoke (ETS) and / or electronic cigarettes.
Vaping	Is the action or practice of inhaling and exhaling vapour containing nicotine and flavouring produced by a device designed for this purpose.
Vaping Substances	substance or mixture of substances, whether or not it contains nicotine, that is produced to be used, or sold for use, with a vaping device to produce emissions in the form of an aerosol. Vaping Substances can have over 200 nasty chemicals.

PROCEDURES:

- All persons involved in OVFC will refrain from smoking/vaping during hours of operation.
- The coordination unit office and play area are a smoke free environment that is free from the use of tobacco, vaping devices including access to any vaping substances.
- All vehicles used for transport will be always smoke free when registered for use in the service.
- All children being educated and cared for by the service are provided with a smoke free environment that is free from the use of tobacco, vaping devices including access to any

vaping substances. (Education and Care National Regulations – Regulation 82 current version September 1, 2025).

- Children registered in the service are to be actively removed from any environment where smoking/vaping is occurring.

PERSONS:

- Includes, all persons involved in the service, anyone who enters the coordination unit office, registered Educator's home or any other building or grounds where family childcare activities are taking place.
- Educators, Coordination Unit staff members, members of the Educators family, parents of the child placed in education and care and any additional visitors who enter the registered Educator's residence.

HOURS OF OPERATION:

- Includes all hours of operation for OVFC, that is:
 - Coordination unit office hours
 - A registered Educator's residence at any hour of the day or night when a child or children registered with the service is in attendance.

VEHICLES:

- Includes Educator's vehicles and SCCH vehicles used to transport children registered with the service.

OFFICIAL SERVICE FUNCTIONS:

- All functions held in the name of the service and including any activity, meetings, play sessions, training sessions or the like.

ANY ENVIRONMENT:

- Any environment where smoking/vaping occurs means and includes any environment which is not under the direct control of the service.

ACTIVELY REMOVED:

- Actively removed means that Educators will always seek out smoke free environments and endeavour to remove registered children from the vicinity where smoking/vaping is occurring as soon as possible.

REFERENCES:

- [Education and Care Services National Regulations, \(updated version September 1, 2025\) Reg 82](#)
- [Cancer Council of Victoria](#)
- [Red Nose Australia](#)
- [Australian Government Department of Health Passive Smoking](#)
- [Tobacco in Australia Facts and Issues](#)

RELATED POLICIES & PROCEDURES/ WORK INSTRUCTIONS:

- Excursions – 16
- Road Safety and Transport - 41
- Occupational Health and Safety – 28
- Educator Agreement Termination or Suspension - 39
- Visitors to the FDC Residences and Venues – 47
- SCCH Alcohol and Other Drugs in the workplace Policy and Procedure
- SCCH Client empowerment Policy and Procedure

VERSION CONTROL AND LEGISLATION:

For office use only (to be completed by the Quality, Safety & Compliance unit)			
Document Owner:	Chief Operating Officer	Version Number:	2.0
Date Approved:	3 July 2024	Review Date:	4 July 2027
Document Type:	Team	Approved By:	Chief Operating Officer
Legislation:	Education and Care Services National Regulations		