

# Early Years Services – QA2.16 Smoking, Vaping, Drug and Alcohol Free Environment Policy

TRIM Reference: D15/33006 Due for Review: 6 August 2026  
Responsible Officer: Coordinator Early Years

## Purpose

This policy outlines Surf Coast Shire Council's commitment to ensure that all children accessing Surf Coast Shire Council Early Years Services are provided with a smoking, vaping, illicit drug and alcohol free environment at all times whilst in care.

## Policy Principles

Evidence of link to National Quality Standards: 2.3.2  
Evidence of link to Early Childhood Services National Regulations: 82, 83  
Victorian Children's Services Regulations 2020

## Scope

This policy applies to children accessing the service, staff/educators, family members, visitors to the service/property, either indoors or outdoors, at any time, including in vehicles, or on any outings/excursions.

## Policy

Children exposed to second-hand smoke and vapour from e-cigarettes are at risk of serious health and development problems. There is no safe amount of smoking or vaping around children. Just like with cigarettes, children exposed to vaping can inhale or ingest second-hand and third-hand vaping of harmful chemicals and toxins. The risks of vaping to children include exposure to nicotine, other harmful chemicals and metals, lung damage, respiratory issues, and higher rates of asthma in adolescence.

Surf Coast Shire Council Early Years Services will ensure a smoking, vaping, illicit drug and alcohol free environment via the following:

- Smoking and vaping is banned within the grounds of all Victorian childcare centres, kindergartens, preschools and primary and secondary schools in Victoria. This includes all Government, independent and Catholic schools.
- Smoking and vaping is also banned within four metres of all entrances (pedestrian access points) to the premises. Staff/educators, volunteers and students must not consume or be affected by alcohol or drugs (including prescription medications) so as to impair their capacity to supervise or provide education and care to children at the Early Years Services.
- The Early Years' Service venue must be tobacco smoke, vape, illicit drug and alcohol free at operational times.
- Staff/educators must ensure that all visitors to the Service understand and comply with requirements for maintaining a tobacco smoke, vape, illicit drug and alcohol free environment.
- Staff/Educators must as soon as possible, remove or endeavor to remove children from any vicinity where smoking, vaping, illicit drug and alcohol consumption is occurring. This includes any environment which is not under the direct control of the Service.
- The Early Years' Service is to minimise the risk of children whilst in the Service observing people smoking or vaping, including images that may be accessed by children through photographs, magazines, television, videos, computer games or the internet.
- Ensure no smoking or vaping signs are placed around the entrance to services as per VIC health guidelines

- All authorised vehicles used in transporting children who are accessing Early Years Services are to be tobacco smoke, vape, illicit drug and alcohol free.
- Staff/educators are encouraged to work with local health professionals, services and organisations to increase their capacity to deliver and promote tobacco, vape, illicit drug and alcohol education and prevention initiatives.

## Definitions

Not applicable

## Related Procedure

Nil.

## References

### Related Surf Coast Shire Council and Early Years Services Policies

MPP-018	Workplace Health & Safety Policy
D15/42585	Early Years Staff Code of Conduct Policy
D15/35312	Early Years Providing a Child Safe Environment Policy

### Other References

Victorian Occupational Health and Safety Act 2004  
 Education and Care Services National Law 2010  
 Education and Care Services National Regulations 2011  
 ACECQA National; Quality Framework Resource Kit  
 VIC Health  
 Quit Victoria  
 The Victorian Prevention and Health Promotion Achievement Program – Tobacco control benchmarks 2012

## Document History

Version	Document History	Approved by – Date
1	Approved	General Manager Culture and Community – 1 <sup>st</sup> April 2014
2	Amended	Manager Aged and Family – 1 <sup>st</sup> October 2015
3	Amended	Manager Aged and Family – 14 <sup>th</sup> August 2017
4	Amended	Manager Community Strengthening – 8 <sup>th</sup> May 2019
5	Amended	Manager Community Strengthening – 9 <sup>th</sup> October 2020
6	Amended	Manager Community Strengthening – 3 May 2022
7	Amended	Manager Community Strengthening – 3 July 2023
8	Amended	Manager Community Strengthening – 6 March 2025