



Outside School Care NT

OSC-NT. 34 – Tobacco, Alcohol and Drug Policy

Policy Description	The following document outlines OSC NT position (and guidelines relating to that position) with reference to the use (or suspected use) of tobacco, drugs or alcohol at the site or prior to attending the site by employees or parents/guardians.
1.0 No substances to be brought to or kept at the service	No drugs or alcohol are to be brought onto an OSC NT site by a staff member or parent/guardian.
1.2 Tobacco at the service	<p>Staff and smoking Staff who smoke, are to do so not in uniform and away from the school. Smoking on a lunch break is permitted as long as the staff member is not at the service and maintains appropriate personal hygiene. Under no circumstances can a staff member smoke at the service or on uniform. Staff who are caught smoking whilst in uniform and outside of their lunch break hours will be subject to disciplinary action.</p> <p>Parent/guardians and smoking No parent/guardian will be allowed on site if they are smoking when they approach the service. The director must ensure that the parent/guardian puts out any cigarettes before entering the service. Should a parent/guardian make it in to the service while still smoking, they will be asked to leave the premises and come back when they have finished smoking. Consistent disrespect for this policy may result in the parent/guardian not being allowed on the premises at all.</p>
2.0 No exceptions to the above point 1.0	There are no exceptions to the above requirement. Staff or Parents/Guardians may not bring substances temporarily or hidden from view or use the excuse that they are for 'personal use' at a later venue/time.
3.0 Visibly or suspected intoxication	Any staff member who arrives for work visibly intoxicated will be: <ul style="list-style-type: none"> - Sent home immediately - Issued with a first and final verbal/written warning - Dismissed
3.1 Visible or suspected intoxication of a parent/guardian	Parent/Guardians or authorised nominees who arrive to collect children in a state (or suspected state) of intoxication will be challenged by OSC NT staff who will: <ul style="list-style-type: none"> - Encourage the person to leave his/her car keys with them; and - Arrange for collection by another adult or book a taxi <p>The parent/guardian will not be allowed to leave with a child until alternative arrangements have been made.</p>
Related Checklists and Logbooks:	Sign in/Out Procedure Sign in/Out Policy
Specific Information for Parents:	Sign in/Out Sheet
Sources/References:	1. Education and Care National Amendment Regulations 2017, regulations 82-83, 168(2)(h)

2. National Quality Standards February 2018, Standard, 2.3, 2.3.2,	
Version Control/Updates:	Version: 2.0 December 2013 To be reviewed and updated by: June 2014 Version: 3.0 September 2016 To be reviewed and updated by: September 2017 Version: 4.0 November 2017 To be reviewed and updated by: Novmeber 2018

