CatholicCare
DIOCESE OF BROKEN BAY

Children's Services

Smoke Free

Policy

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What do we believe?

At CatholicCare Diocese of Broken Bay, we are committed to the safety and wellbeing of children and hold this at the centre of our decision making and practice. We believe in the principle of paramountcy of the safety of children. This means that the safety, wellbeing, and best interests of the child are the primary consideration in all decisions, actions, and practices. Where there is a conflict between the interests of a child and those of adults or the organisation, the child's safety and wellbeing will always come first.

We believe that every child has the right to grow, learn and play in a safe, healthy and smoke free environment. We recognise that exposure to tobacco smoke and e cigarette vapour can have significant impacts on the health, wellbeing and development of children, young people and adults. We are committed to promoting healthy lifestyles, modelling positive health practices and maintaining environments that protect children from exposure to smoking and vaping. We believe that all members of our community share a responsibility to uphold smoke free environments and support the health, safety and wellbeing of everyone attending our services.

What are we going to do?

We will maintain smoke free and vape free environments across all service premises, vehicles, excursions, events and activities where children are present. We will ensure staff, educators, contractors, students, volunteers, families and visitors understand and comply with smoke free requirements through induction, ongoing communication and appropriate signage where practicable. Staff and educators will model healthy behaviours and will never compromise the supervision or safety of children to smoke or vape. Any smoking or vaping products brought onto service premises will be stored securely and remain inaccessible to children. Where breaches occur, they will be addressed promptly in accordance with CatholicCare's performance, conduct, work health and safety and incident management processes. Through these practices, we will continue to provide safe, healthy and supportive learning environments that promote the wellbeing of all children, families, staff and visitors.

How will it be done?

Maintaining a smoke free environment

- In accordance with this policy, staff, educators, contractors, students, volunteers, parents/carers and visitors are not permitted to smoke any type of cigarette or associated product, or vape, within the grounds of Children's Services sites or while attending Children's Services programs, events or excursions. See also *CatholicCare No Smoking Policy*.
- This applies to all indoor and outdoor areas of Children's Services premises, service grounds, vehicles where relevant, excursions, events and off-site activities where children are present.
- Educators and staff must not smoke or vape within Children's Services grounds or within the vicinity of the grounds. The Smoke-free Environment Act 2000 prohibits smoking or vaping within ten (10) metres of children's play equipment in outdoor play areas.
- Staff must not leave children or compromise supervision requirements to smoke or vape.
- Educators and staff who have cigarettes, vapes or lighters in their possession must keep these securely stored, out of sight and inaccessible to children, young people, families and other visitors to the service at all times.

- Visitors and families should be reminded of the smoke-free requirement and asked to stop smoking or vaping, or to leave the smoke-free area if needed.
- Service sites should display or communicate smoke-free expectations where feasible to do so.

Responding to non-compliance and safety concerns

- Staff breaches should be managed through CatholicCare performance and conduct processes.
- Any exposure risk, repeated breach or safety concern should be reported through CatholicCare Human Resources, WHS and incident reporting pathways.

Who is responsible?

Roles	Responsibilities
Approved Provider	• Ensure the environment is free from tobacco and vapes and that employees, students, parents, visitors and volunteers are not impaired by these substances, including prescription medication, while supervising or providing care to children. • Take precautions to promote the health and well-being of children being cared for at the education and care service by protecting them from exposure to tobacco and other harmful substances in e-cigarettes. • Designate all areas of the education and care service, including the building, outdoor areas and the car park as smoke, drug, alcohol and vape-free zones.
Practice Manager	• Ensure the environment is free from tobacco and vapes and that employees, students, parents, visitors and volunteers are not impaired by these substances, including prescription medication, while supervising or providing care to children. • Take precautions to promote the health and well-being of children being cared for at the education and care service by protecting them from exposure to tobacco and other harmful substances in e-cigarettes. • Designate all areas of the education and care service, including the building, outdoor areas and the car park as smoke, drug, alcohol and vape-free zones. • Support and mentor the Nominated supervisors to ensure policies are followed.
Nominated Supervisor	• Seek to protect children from passive smoking (including e-cigarettes) in environments during excursions. • Ensure that educators receive an induction to the education and care service where they are informed of the *Smoke free environment* • Inform educators who choose to smoke or vape while employed at the education and care service that they are only able to leave the premises during allocated break periods. They must inform the nominated supervisor or colleagues that they are leaving the premises and if smoking, must be 4 metres away from the building according to the *Smoke-free Environment Act 2000*. At such times, educators must sign in and out of the service. When educators return to the service after smoking and/or vaping, they must wash their hands thoroughly. • Ensure that during orientation and enrolment visits, families are reminded that the education and care service is a smoke and vape-free environment. • Encourage educators and families to dispose of cigarette butts appropriately to ensure the safety of all children.

Roles	Responsibilities
	• Ensure there are 'No Smoking' and vape-free signs displayed in all areas of the education and care service through the WHS checklists. Ensure universal signage is available to indicate a smoke and vape-free environment. • Ensure information is available at enrolment, such as in the family handbook, advising families of this policy.
Educators	• Read and follow this policy and abide by the smoke-and vape-free legislation. • Only leave the premises during allocated break periods and after informing the Nominated supervisor or colleagues that they are leaving. At such times, educators must sign in and out of the service. • Refrain from smoking and/or vaping in view of the service. • Wash their hands thoroughly and minimise the smell of tobacco on their clothing when returning to the service after smoking and/or vaping. • Dispose of any cigarettes and e-cigarettes appropriately.
Parents / Guardians	• Read and follow this policy and abide by the smoke and vape-free policy. • Dispose of any cigarette butts appropriately.

National Quality Standards (NQS)

Quality Area 2: Children's Health and Safety		
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
Quality Area 3: Physical Environment		
3.2.3	Upkeep	Premises, furniture and equipment are safe, clean and well maintained.

Education and Care Services National Law and National Regulations	
82	Tobacco, drug and alcohol-free environment

Related documents

CatholicCare policy

- *No Smoking Policy*

Resources

External

- *Smoke-free Environment Act 2000*

Glossary

ACECQA – Australian Children's Education and Care Quality Authorities

The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources and services to support the sector to improve outcomes for children.

Child Paramountcy

Child paramountcy refers to the obligation to ensure that the best interests, safety, and wellbeing of children are paramount above all other considerations. All decisions, practices, and actions must prioritise the protection and wellbeing of children, particularly where competing interests exist.

ELC

All centre-based services for children aged 0-5 years including Long Day Care and Preschool services.

OSHC

Out of School Hours Care

Practice Manager

A practice manager oversees and supports a cluster of services within a local area. They work with the Nominated supervisor to ensure services operate safely, meet legal and quality requirements, and follow organisational policies. They do not work directly with children day to day.

Risk Assessment

A systematic process of evaluating the potential likelihood and consequences of risks that may be involved in a projected activity or undertaking.

Sign off and review

This document remains valid until it is either superseded by a new version or officially revoked.

CatholicCare values your input and welcomes feedback on this policy. Your suggestions help us improve and better support your work. Please send any feedback to policy.updates@catholiccaredbb.org.au.

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1.0	General Manager Children's Services	20 June 2026	3 years	June 2029

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1.0	Policy	General Manager Children's Services	20 June 2026