CatholicCare
DIOCESE OF BROKEN BAY

Children's Services

Workplace Drugs, Alcohol and Other Substances

Practice Guidelines

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Introduction

CatholicCare Diocese of Broken Bay (CatholicCare) Children's Services aim to create a safe environment for children, families and educators. In doing so educators must carry out their duty of care and ensure that they do not consume alcohol or be affected by alcohol or drugs while on duty, which may diminish their capacity to provide education and care for children. This policy must be read in conjunction with the *CatholicCare Code of Conduct and Ethics Framework.*

Scope

This practice guideline applies to all Staff, Educators, Contractors, Students and Volunteers in Children's Services programs.

Practices

1. For Educators

Educators must:

- Not be under the influence of any substance that may affect their ability to care for children while working for CatholicCare Children's Services. Please read the *Staff Alcohol Drugs and Medication Policy*, in conjunction with this practice guideline.
- Not commence work or return to work while affected by alcohol or other drugs.
- Not consume any alcohol or other drugs, except prescription medication that does not affect the individual's capacity to provide education and care for children, during the course of their working hours for CatholicCare.
- Not consume over the counter or prescription drugs prior to commencing work or while working *if* their on the job performance could be affected or their ability to provide education and care for children and the safety of others could be adversely impeded.
- Provide a smoke free (including vapes) environment while providing care for children. Please see the *Smoke Free Practice Guidelines*.
- Be a fit and proper person to be providing care for children.

Ensure that any casual staff, students or volunteers working at the service also abide by the procedures listed in the above dot points. Educators who are aware of any change in the behaviour of their colleagues and have grounds to believe that person's ability to work safely may be impaired, due to the effect of consumption of alcohol or other drugs have a responsibility to report it to their Director, Coordinator, immediate supervisor, Practice Manager or the General Manager Children's Services without delay.

2. Collection of children by adults who are under the influence of alcohol or other substances

Educators must consider the safety of children when they are being collected by a parent or other adult who appears to be affected by alcohol or drugs. In these situations, the following procedures would apply:

- The Educator must offer to:
  - Extend the care for the child/ren until such time as another authorised adult can collect the child/ren or;
  - Call a taxi to take the person and child/ren home.

- Educators must note that they cannot legally withhold a child from being collected by a parent or legal guardian. The child must be allowed to leave with the parent if they insist on taking them.
- However, the Educator must immediately report the incident to the service Director/Coordinator, and "if there are obvious indications that the child's safety is at risk due to a parent or legal guardian's impaired functioning as a result of alcohol or drug consumption, the police and child protection authorities must also be contacted".

Related Documents

- *Code of Conduct & Ethics Framework*
- *Staff Alcohol Drugs and Medication Policy*
- *Smoke Free Practice Guidelines*

External Resources

- *Education and Care Services National Regulations 2011*
- *Children (Education and Care Services) National Law (NSW) No 104a of 2010*
- *SafeWork NSW. Drugs Alcohol and Workplace: Guide*

Alcohol

Beverage that has an alcoholic content and that could adversely affect the mental and motor function of the individual who consumes it.

Drug

Illicit or medicinal substance that may have an adverse effect on the mental and motor function of the individual.

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 document. Your suggestions help us improve and better support your work. Please send any feedback to policy.updates@catholiccaredbb.org.au.

Version	Authorised by	Approved date	Review cycle	Review due
1.0	CatholicCare Executive	October 2013	2 years	October 2015
2.0	CatholicCare Executive	May 2015	2 years	May 2017
3.0	CatholicCare Executive	October 2016	2 years	October 2018
4.0	General Manager Children's Services	3 March 2021	2 years	March 2023
5.0	General Manager Children's Services	19 July 2023	Review date adjusted to align with new review schedule	September 2025
6.0	Quality Practice Manager Children's Services	29 September 2025	3 years	September 2028

Revision history

Version	Description	Author	Amendment date
1.0	Policy	Project Officer	October 2013
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2.1	Policy	Manager, Outside of School Hours Care	December 2015
3.0	Policy and Procedure	Manager, Children's Services	September 2016
4.0	Policy	Quality Practice Manager Children's Services	3 March 2021
5.0	Policy	General Manager Children's Services/Policy Specialist	19 July 2023
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