

Smoke, Vape and Alcohol/Substance Policy

Rationale:

Preventing exposure to the effects of smoking, vaping and alcohol/Substance abuse protects the health and well-being of tamariki, staff and whānau. This policy upholds the Ministry of Education Licensing Criteria: HS33.

Te Whāriki:

Well-being/Mana atua: Tamariki experience an environment where their health is promoted and they are kept safe from harm.

Procedures:

1. No smoking, vaping or alcohol/substance use is permitted at Te Rāwhiti or within view of the school premises, including the carpark.
2. Te Rāwhiti displays notices clearly indicating that it is a non-smoking and vaping-free environment.
3. Staff cannot smoke or vape during work hours. If staff choose to smoke during breaks, they must be located well away from the premises and must change their clothes and wash their hands before returning to work or coming into contact with other staff or tamariki.
4. The health and safety of tamariki is paramount. Adults, including staff, caregivers/whānau and visitors, who appear under the influence of alcohol or any other mind/body altering substance will not be given responsibility of any tamaiti and asked to leave the premises.
5. If a kaiako or staff member is believed to be under the influence of alcohol, drugs, or another substance while at work, they will be subject to disciplinary proceedings, including serious misconduct resulting in instant dismissal (see Discipline and Dismissal Policy). This includes, but is not limited to, staff that may still be under the influence of alcohol or other drugs from the previous day and staff who may be prescribed medication by a registered medical practitioner, but where that medication impairs their judgement or otherwise impacts on their ability to perform their job.
6. Tamariki will not be released to an adult who appears under the influence of alcohol, drugs, or another substance. In this instance, another authorised emergency contact person from the enrolment form will be contacted to collect the tamaiti or, if deemed necessary, the Police and/or Oranga Tamariki will be called (see Drop-off and Collection Policy). In this instance a record must be made documenting the incident.
7. Tamariki believed to be under the influence of alcohol or other drugs arriving at the kindergarten will be treated as if seriously ill. Urgent medical attention will be sought. Parents will be advised and other appropriate agencies may also be informed (i.e. Oranga Tamariki and/or Police).
8. If a referral to an external agency is made and accepted, we are obliged to also inform the Ministry of Education (HS34).

Links To:

- Discipline and Dismissal Policy
- Drop-off & Collection Policy



Authorised:	
Date:	
Review Date:	
Consultation Undertaken:	

DRAFT