

Smoke Free Policy, Drug and Alcohol Policy October 2018

Staff, Contract Employees, Students and Volunteers

The Whitney Child Centre is committed to creating a safe environment for our employees, families, children and the community. This duty includes addressing any issue that may impair an employee's or volunteer's ability to perform their work functions responsibly.

All individuals working at the Centre, including placement students, volunteers or contract employees are expected to report fit for work and to be able to perform assigned duties safely and acceptably without any limitations due to the use or after effects of alcohol, non-prescription drugs, prescribed medication, or any other substance (including cannabis) that may impair judgement or performance.

The presence of illicit drugs, recreational drugs or alcohol on the work premises is not permitted. Any individual failing to adhere to this policy will be subject to discipline up to and including dismissal.

Management are expected to identify and handle situations promptly where there are concerns about an individual's ability to perform his or her job safely. Employees who are assessed and suspected of impairment while at work, will be sent home immediately. Transportation will be arranged. The Supervisor is responsible for documenting any incident involving impairment, including actions taken. The Supervisor will consult with the Board to decide on appropriate action and follow up, and follow up to report if necessary or required.

Employees are expected to inform the Supervisor or designate, about any situation that may compromise safety, and must inform the Supervisor or designate if they have any concern regarding a colleagues' fitness for duties.

The Centre understands that disabilities are protected through Human Rights Legislation. Employees who may have substance dependence are strongly encouraged to seek support, assistance and/or medical help.

Families, Members of the Public

The presence of illicit drugs, recreational drugs or alcohol on the Whitney Public School and Whitney Child Centre premises is not permitted. Any individual failing to adhere to this policy will be subject to discipline. Parents, caregivers, members of the community and others on the School or Centre property are expected to follow our Codes of Conduct.

Staff must inform the Supervisor if a parent or caregiver is observed to be under the influence of drugs or alcohol.

Smoke Free Policy

Revised 12/14

The Whitney Child Centre is a no smoking environment.

As stated in Municipal Code, Chapter 709, no person shall smoke, or hold lighted tobacco within a 9-metre radius surrounding any entrance or exit of the Whitney Child Centre or Whitney Public School. The prohibition does not include public highways within this radius.

- There is absolutely no smoking, including vaping, permitted on the property of the Whitney Child Centre or Whitney Public School.
- This includes the garage, the garden and playgrounds.
- The WCC will not provide or permit any ashtrays or like paraphernalia.
- Signs are to be posted at each entrance and exit, indicating that the building is a no-smoking environment, and that smoking is not permitted within 9 metres of the premises.
- If a person is observed smoking they are to be immediately informed of this policy and told to safely dispose of the offending item. Any incident is to be reported to the Supervisor, and to the school Principal.
- Any person who is observed smoking must be informed that this is an offence under the Smoke Free Ontario Act, Ontario Reg 48/06 and the Municipal Code, Chapter 709, and as such a ticket may be issued and a fine may be imposed.
- If a staff member is observed smoking on property a disciplinary letter will be placed on the staff's file.
- After more than one incident the issue will be taken to the Board of Director's for further action.

The No Smoking Policy is included in the Parent Manual. The policy is reviewed with all WCC staff, volunteers and students before they commence employment.

For information about drug treatment programs:

Drug and Alcohol Helpline <http://www.drugandalcoholhelpline.ca/> 1-800-565-8603

For information on how to talk with children and youth about substance use:

School Mental Health Assist <https://smh-assist.ca/blog/new-info-sheet-on-opioid-misuse/>

Centre for Addiction and Mental Health

http://www.camh.ca/en/hospital/health_information/for_parents/Pages/default.aspx

Centre for Addiction and Mental Health resources in multiple languages

http://www.camh.ca/en/hospital/health_information/Pages/information_in_other_languages.aspx

Health Canada

<https://www.canada.ca/en/health-canada/services/substance-abuse/talking-about-drugs.html>

Health Link BC

www.healthlinkbc.ca/substance-use/parenting-articles