

05 MAR 2018

Mr Lance-Desmond: Lavery
fyi-request-7322-7c5a5227@requests.fyi.org.nz

Dear Mr Lavery

Thank you for your email of 21 February 2018 to Oranga Tamariki—Ministry for Children (Oranga Tamariki), requesting the following information under the Official Information Act 1982 (the Act):

- *Is smoking cigarettes by Ministry employees prohibited or allowed on Ministry worksites?*
- *Are Ministry employees required to wash their hands and mouths after smoking cigarettes before they engage with a have physical contact with children in the Ministry's care? In particular babies?*
- *Are Ministry employees required to deodorize themselves and their clothing after smoking cigarettes before they engage with and have physical contact with children in the Ministry's care? In particular babies?*
- *Are Ministry employees required to store their cigarettes and lighters in safe locations where children in the Ministry's care are incapable of accessing them?*

I will answer your request in three parts:

1. *Is smoking cigarettes by Ministry employees prohibited or allowed on Ministry worksites?*

Smoking is not permitted in any part of any building controlled by Oranga Tamariki, including offices, hallways, reception areas, toilets, cafeterias, elevators, meeting rooms and public areas such as entrances and exits of buildings. 'No Smoking' signs must be clearly posted at entranceways. Smoking is not permitted in Oranga Tamariki owned or leased vehicles.

Employees who wish to smoke or vape must be considerate of non-smokers, and must strive to ensure that their smoking or vaping does not affect non-smokers. They should do so only during tea and lunch breaks, and only out-doors. Outside areas adjacent to buildings may also be designated as no smoking areas where smoking, drifting or

vaping, may affect other people. If 'No Smoking' signs are posted then smoking and vaping is not permitted in that area.

Anyone who receives a request not to smoke is expected to respond cooperatively and courteously.

2. *Are Ministry employees required to wash their hands and mouths after smoking cigarettes before they engage with a have physical contact with children in the Ministry's care? In particular babies?*

Are Ministry employees required to deodorize themselves and their clothing after smoking cigarettes before they engage with and have physical contact with children in the Ministry's care? In particular babies?

We do not have a policy that specifically addresses washing hands and mouths, or using deodorant, but all staff that interact with children in our care are expected to take all precautions to ensure the health and safety of those children, and ensure that they are in an environment where they are not exposed to anything that can harm them.

In addition, all children in the custody of the Chief Executive and living away from home, including those placed with providers, must be provided with a smoke free environment at all times, which means:

- no smoking in the presence of the children;
- a smoke free home;
- a smoke free car.

The assessment of prospective Oranga Tamariki caregivers must include an assessment of the willingness and capacity of the caregivers to provide a smoke free environment, which will be documented in the caregiver assessment report.

When a prospective family/whānau caregiver is unwilling or unable to provide a smoke free environment, professional judgement must be used to assess the best interests of the children alongside the family/whānau caregiver's smoking practice. The analysis and rationale for any exception to the provision of a smoke free environment will be detailed in the caregiver assessment report and the delegation for caregiver approval will rest with a supervisor.

3. *Are Ministry employees required to store their cigarettes and lighters in safe locations where children in the Ministry's care are incapable of accessing them?*

All staff at Oranga Tamariki are responsible for:

- Keeping themselves and others in the workplace safe;
- Identifying and managing risks and hazards including unsafe behaviours to ensure all reasonably practicable steps are taken to minimise them if they can't eliminate them;

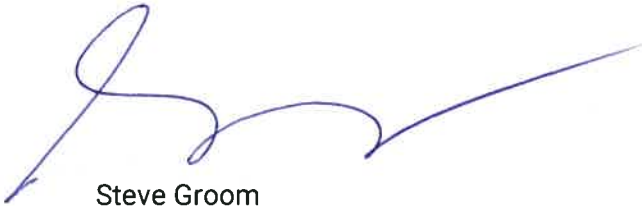
- Complying with all relevant legislation, regulations and codes of practice, and ensuring best practice health and safety procedures are embedded in all their activities;
- The accurate reporting of all incidents and injuries.

We intend to make the information contained in this letter and any attached documents available to the wider public shortly. We will do this by publishing this letter on our website. Your personal details will be deleted and we will not publish any information that would identify you as the person who requested the information.

If you wish to discuss this response with us, please feel free to contact OIA_Requests@mvcot.govt.nz.

If you are not satisfied with this response, you have the right to ask an Ombudsman to review this decision. Information about this is available at www.ombudsman.parliament.nz or by contacting them on 0800 802 602.

Yours sincerely



Steve Groom
General Manager Public, Ministerial and Executive Services