



**Rationale:**

- \* Our school recognises the danger smoking and passive smoking causes to health, as well as the need for the school and its staff to provide positive role models to students. Consequently, for the protection of staff and students, smoking is not permitted within any area of the school property, nor at any school related activity or function by students, staff or visitors.

**Aims:**

- \* To ensure there is no smoking on school grounds and near school entrances.
- \* To ensure that all students are made aware of the dangers of smoking.
- \* To ensure that a fair and reasonable process for responding to incidents of smoking is developed, understood and consistently followed.

**Implementation:**

- \* From 13 April 2015, smoking is banned within four metres of an entrance to all primary and secondary schools in Victoria, and within the school grounds, under an amendment to the *Tobacco Act 1987*. A similar ban applying to the entrances and grounds of Victorian childcare centres and kindergartens is also in place.
- \* While smoking was banned on the grounds of all Victorian Government schools by the Minister for Education in 2009 via a Ministerial Ban Order, the new bans are enshrined in legislation and will also apply to Catholic and independent schools in Victoria.
- \* It is a legislative requirement that each school installs suitable ‘No smoking’ signs at all entrances to the school grounds.
- \* Signs and other communication materials, such as posters and brochures, are available to order free-of-charge from the Department of Health and Human Services (DHHS), see: [Tobacco Reforms](#)
- \* Please contact the Tobacco Control Section in the DHHS for any questions regarding the new smoking bans, via phone (03) 9096 0469, or via email [tobacco.policy@health.vic.gov.au](mailto:tobacco.policy@health.vic.gov.au).
- \* The smoking ban applies to:
  - \* anyone present on school premises during and after school hours including students, teachers, contractors, parents/guardians or the wider community, such as sporting groups.
  - \* all activities that take place on school premises including pre-schools, kindergartens, outside school hours care, cultural, sporting or recreational activities and school fetes.
  - \* Smoking and passive smoking are both dangerous to the health of employees and students.
- \* The Occupational Health and Safety Act requires employers to provide a safe work place, and as far as practical, without risks to health. The Tobacco (Amendment) Act 2005 prohibits smoking in enclosed workplaces and at under aged music/dance events, and in 2009 the Minister for Education banned smoking in all schools. Consequently, smoking is not permitted in any area of the school property at any time by anybody, nor at any school related activity or function, by students, staff or visitors. Failure by employees to comply with the Act is an offence.
- \* In addition, staff members are not permitted by the School Council Code of Conduct to smoke outside of the school property within the view of students.
- \* The health risks associated with smoking will form part of the Health and Physical Education curriculum for all students. Informed choices about smoking will feature amongst the harm minimisation strategies employed in the school’s Individual Schools Drug Education Strategy (ISDES), and our “Saying No To Drugs” program will include sections relating to peer pressure and smoking. A whole school approach will be used regarding tobacco education.

- \* No Smoking signs will be erected at prominent places within the school, and at all music/dance events and functions.
- \* Our No Smoking policy will be communicated to the community via the school newsletter.
- \* The appropriate counselling and/or disciplinary action will be taken against staff who breach the school's no-smoking policy.
- \* A combination of counselling and disciplinary measures will accompany any incidents of student smoking. They include:
  - First Offence: Parent Contact, time out, Quit Line and counselling.
  - Second Offence: Suspension and counselling.

**Actions Required:**

- This table describes the actions required to promote and implement the smoking ban.

Who	Actions
Principals/schools should:	<ul style="list-style-type: none"> <li>* Install 'No Smoking' signs at each entrance of the school premises.</li> <li>* Develop and implement a smoke-free school policy.</li> <li>* Communicate the ban to:               <ul style="list-style-type: none"> <li>- Department employees</li> <li>- parents/guardians via the school newsletter</li> <li>- new students and parents/guardians during the enrolment process.</li> </ul> </li> <li>* Encourage employees to promote the policy to students.</li> <li>* Remind the school community that smoking is actively discouraged at all times including at school sanction events held off school premises.</li> <li>* Encourage Department employees who require support complying with the ban to use the Employee Assistance Program and contact Converge International (1800-337-068).</li> <li>* If necessary arrange training workshops with Quit Victoria (9635-5529) on how to support staff and young people to quit.</li> <li>* If advice is required about the drug education policy, curriculum learning strategies and the process of responding to a young person who has been smoking at school refer to the <i>Smoke Free Schools</i> resource and/or contact the regional drug education and student wellbeing officer (see: <a href="#">Department resources</a> below).</li> <li>* Make tobacco education information available.</li> </ul>
School Council	<ul style="list-style-type: none"> <li>* School councils should ensure that all agreements entered into by the school council include a requirement that the other party agrees to comply with the smoking ban when on school premises.</li> </ul> <p><b>Note:</b> Contact the Legal Services Unit (03) 9637-3146 to obtain the standard contractual templates that include this requirement.</p>

**Evaluation:**

- \* This policy will be reviewed as part of the school's three-year review cycle.
- \* This policy was last ratified by School Council on Wed 6<sup>th</sup> May 2015.