



SMOKING, VAPING AND TOBACCO FREE POLICY

PURPOSE

This policy facilitates and promotes a smoke, vape and tobacco free environment for health and wellbeing of all at the School.

SCOPE

This policy applies to:

- anyone present on or in the school environment and premises during and after school hours including students, teachers, contractors, visitors, parents/guardians or the wider community, such as sporting groups; and
- all activities that take place on or in the school premises including cultural, sporting or recreational activities and school fetes.

This policy covers the school environment and premises (as defined in this policy) and all school vehicles.

DEFINITIONS

Term	Definition
Environmental Tobacco Smoke (ETS)	a combination of side stream smoke (smoke from the burning end of a tobacco product) and exhaled mainstream smoke (the smoke breathed out by a smoker). ETS is classified as a human carcinogen (cancer causing agent).
School Environment	The area known as Monivae College including all land, buildings and roads situated within it.
School Premises	Any land or buildings owned, leased or otherwise occupied by the School for teaching, as accommodation facilities, or otherwise used or occupied by school staff, visitors, contractors or students.
Smoking	includes cigarettes, cigars, pipes, electronic nicotine devices and the use of other implements that emit harmful or toxic smoke for the purpose of inhaling.
Tobacco product	means any substance containing tobacco leaf, including but not limited to, cigarettes, cigars, pipe tobacco, hookah tobacco, snuff, chewing tobacco, dipping tobacco, bidis, clove cigarettes, or any other preparation of tobacco.
Vaping	use of a vaping device, including but not limited to, e-cigarettes, vapes, mods, tanks, e-hookah, e-pens.

Vape Aerosol	exhaled aerosol from users of a vaping device (i.e. second-hand e-cigarette emission).
Vaping Product	means any products with or without nicotine intended for inhalation using a vaping device.

POLICY STATEMENT

In recognition of the public health evidence of the health and social costs and risks associated with smoking, the School provides a smoke, vape and tobacco free environment for its staff, students and school community.

By eliminating exposure to environmental tobacco smoke (ETS) and the aerosol from e-cigarettes, the School affirms its commitment to the health, safety and wellbeing of all staff, community members and students in its learning environment.

Smoking and use of e-cigarettes (commonly known as 'vaping'), regardless of whether they contain nicotine is strictly prohibited:

- within four (4) metres of an entrance to the school;
- on or in school premises; and
- in all school vehicles.

The possession and use of electronic cigarettes (E-cigarettes) or their cartridges, regardless of whether they contain nicotine are banned on school premises and school vehicles.

All School property including the website, social media channels and any written material must be free from the sale of tobacco and e-cigarettes, their advertising, promotion and sponsorship.

The School will provide short-term individual support for staff and students who wish to quit smoking/vaping, which may include counselling, educational material and referrals to other organisations.

1. Actions

1.1. Students

- 1.1.1. Students will not be permitted to smoke while on school premises or while in public wearing school uniform.
- 1.1.2. Students will not be permitted to smoke while engaging in school-related activities outside of school hours.

1.2. Staff

- 1.2.1. Applicants for school positions shall be advised the school is a smoke-free environment and new school contracts, induction information and other documentation, where appropriate, shall include reference to this policy.
- 1.2.2. Smoking during excursions and trips and other organised events away from school premises, whilst not encouraged, must not occur within five (5) metres of a work, meal or living environment, must not be in the presence/sight of students or parents or whilst in charge of students from the school and is only permitted where allowed by law and with the consent of the landowner or occupier.

1.3. Visitors

- 1.3.1. All visitors, including parents/ guardians and suppliers will not be permitted to smoke on school premises or within 4 metres of the entrance to the school.
- 1.3.2. All visitors, including parents, will not be permitted to smoke while engaged in school-related activities.

1.3.3. All visitors, including parents, are not permitted to smoke in the presence/sight of pupils or staff, on or near the school premises or whilst in charge of pupils from the school. This includes trips/activities outside school hours.

1.4. Contractors

1.4.1. Persons using the school premises, for any purpose, at any time, will not be permitted to smoke.

2. Responsibilities

- 2.1. All staff have a responsibility for the implementation of this policy and for ensuring compliance with this policy.
- 2.2. The Principal and/or delegate is responsible for:
 - 2.2.1. ensuring appropriate signage is in place across school premises and in school vehicles; and
 - 2.2.2. induction of all contractors carrying out work on school premises or to school vehicles.
 - 2.2.3. regularly reviewing an effective education program for staff and students in relation to the implementation of this policy and the harmful effects of smoking generally;
 - 2.2.4. updating information for staff and students concerning legislative restrictions on smoking, external quit-smoking resources and support information for smokers;
 - 2.2.5. ensuring appropriate information posters are distributed across school premises (where appropriate);
 - 2.2.6. regularly reporting to the health and safety representative as to the implementation of this policy;
 - 2.2.7. the induction of all new staff in relation to this policy;
 - 2.2.8. the orientation of all new students in relation to this policy;
 - 2.2.9. reviewing all school contracts for tenancies, licences and contracted work (where appropriate) in relation to this policy; and
 - 2.2.10. implementing disciplinary procedures (where appropriate) for repeated and/or serious breaches of this policy and/or breaches of mandatory legal requirements concerning smoking (for example, smoking indoors or offences pertaining to littering of cigarette butts).

3. Violations

- 3.1. Violation of this policy by students may result in disciplinary actions in accordance with the school's code of conduct, including but not limited to normal disciplinary procedures, counselling, detention, or suspension.
- 3.2. Staff members found in violation of this policy may be subject to appropriate disciplinary measures, which may include counselling, written warnings, or other normal disciplinary measures.
- 3.3. Visitors and contractors who violate this policy may be asked to leave the premises, and their access to the school may be restricted.

4. Communication

4.1. This Policy shall be communicated to all faculties and portfolios with information made available to commencing students. Signage shall be posted at all points of entry to the School environment.

GOVERNANCE

Supporting procedures	Nil
Supporting schedules	Nil

Associated policies	Occupational Health and Safety Policy
Related Legislation	Tobacco Act 1987 Environmental Protection Act 1970 (Vic) Education and Training Reform Act 2006 Education and Training Reform Regulations 2007 Occupational Health and Safety Act 2004 (Vic) Transport Act 1983 (Vic) Victorian Tobacco Control Strategy 2008 – 2013
Category	Occupational Health and Safety
Approval	School Leadership Team 28.02.2024
Endorsement	Relevant Senior Officer 27.02.2024
Policy Owner	Compliance and Risk Manager
Date Effective	28.02.2024
Review Date	(5 years from effective date)
Version	1.0
Content Enquiries	eguthrie@monivae.vic.edu.au

VERSION CONTROL

28.02.2024	V1.0	Initial release.
------------	------	------------------