

BAN ON SMOKING AND VAPING POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact our office administrative team, on (03) 5248-1400.

PURPOSE

The purpose of this policy is to support public health objectives and ensure there is [no smoking](#) or use of e-cigarettes (vaping) on school premises (buildings and grounds), within 4 metres of school entrances or at school sanctioned events held off-premises.

SCOPE

This policy applies to:

- all staff, including casual relief staff, contractors and volunteers
- all students, parents/ carers and community visitors to the college or on college grounds

DEFINITIONS

Electronic cigarettes

Electronic cigarettes (e-cigarettes) are electronic devices which heat and vaporise liquids that may or may not contain nicotine or flavouring agents. The vapour is inhaled, simulating the act of smoking. Use of e-cigarettes is commonly referred to as 'vaping'.

POLICY

Smoking and Vaping Ban

A person must not smoke cigarettes, including e-cigarettes (regardless of whether they contain nicotine) within school premises and within 4 metres of any pedestrian access to school premises. Smoking in these places is a fineable offence. The smoking and vaping ban applies to:

- anyone present on school premises during and outside of school hours including students, teachers, contractors, parents or carers 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.

The department also bans smoking and vaping at school events and excursions held off school premises.

The [Department of Health website](#) has further advice, factsheets and diagrams to help schools define premises and pedestrian access points where smoking and vaping is banned.

'No Smoking or Vaping' signage requirement

Schools must:

- display 'No Smoking or Vaping' signs at each pedestrian access point to the school premises. Free 'No Smoking or Vaping' signs can be ordered and downloaded through the [Department of Health](#) website
- display the signs in such a prominent position at each entrance to make it clear that the area at or within 4 metres of that entrance is a 'No Smoking or Vaping' area.

Other Actions

Principals or their delegate must ensure that the whole school community is aware that smoking and vaping are not permitted on school premises and within 4 metres of school entrances. This may be achieved through the signage required at each entrance. If further measures are required (due to non-compliance), notices in the school newsletter, on the school website and direct communication with specific staff, students, parents/carers or visitors who are non-compliant may be required.

It is recommended that principals or their delegate:

- remind the school community that smoking and vaping are not permitted at school-sanctioned events held off school premises
- where relevant remind staff that a person must not smoke or vape in a motor vehicle if a person under 18 years is also present in the motor vehicle
- encourage department employees who require support to comply with the ban to:
 - contact [Quitline](#) (calling [13 78 48](#), texting or requesting callback, online webchat) – Quitline is a friendly, confidential service with trained counsellors who provide practical advice tailored for each person
 - contact their general practitioner (GP)
 - use the [Employee Assistance Program \(EAP\)](#) on [1300 361 008](#)
- make tobacco and vaping education, information and staff training available to support students not to smoke or vape – refer to the [Guidance](#) and [Resources tab](#).

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

The Department of Education [Resources tab](#) contains links and materials to assist schools, parents/carers and the whole school community to talk to children and young people about the dangers of smoking and vaping, and support young people who do smoke and/or vape to stop. Template wording is also available to assist schools in sharing

information about smoking and vaping with parents and carers through their school communication channels (for example, their school newsletter).

School and area-based health, wellbeing and inclusion workforces can also assist with providing support to students who smoke or vape.

These include:

- Doctors in Secondary School Program
- Secondary School Nursing Program
- Student Support Services Program
- Mental Health Practitioners in Schools
- Primary Welfare Officers
- Koorie Engagement Support Officers.

RELATED POLICIES & RELEVANT LEGISLATION

- [Alcohol and Other Drugs – Students](#)
- [Managing and Reporting School Incidents \(including emergencies\)](#)
- [Drugs, Poisons and Controlled Substances Act 1981 \(Vic\)](#)
- [Education and Training Reform Act 2006 \(Vic\)](#)
- [Education and Training Reform Regulations 2017 \(Vic\)](#)
- [Tobacco Act 1987 \(Vic\)](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	2024
Approved by	Principal
Next scheduled review date	2025