



Rationale:

The Smoke Free Environment Act 1990 (amendment 3 Dec 2003) requires that the buildings and grounds of schools are smokefree.

Purpose:

To promote and maintain a smoke free environment for all staff and students when at school and when on school activities off school grounds, and to ensure that good role models are set for students.

Scope:

This policy applies to all staff, students and visitors to the school.

Guidelines:

1. The whole school area is declared a smoke free zone, 24 hours a day, 7 days a week.
2. Notices stating this will be displayed as close as possible to point of entry to school.
3. All staff, contractors and visitors will be required to adhere to the policy.
4. Prospective employees will be advised of this policy.
5. Students who smoke within the school campus will be subject to the appropriate disciplinary procedures, including smoking cessation programmes, with a trained smoking cessation practitioner.
6. Staff involved in Education outside the Classroom will adhere to a Smoke Free Policy while involved with students.
7. Any person wishing to make a complaint under the Act must specify particulars in writing to the Principal. The procedures thenceforth will follow those outlined in the Act.
8. All staff and students wishing to quit smoking will be offered smoking cessation support, by an appropriate practitioner, at school.

Related policies:

1. Health & Safety

References or Sources:

1. National Administration Guideline 5
2. The Smokefree Environment Act 1990 and amendments

Review details:

Version No	Action	Date
1	Reviewed OSH, Smokefree Rep, KIR	May 2008
1	Ratified by BoT	May 2008
2	Reviewed BoT	Sep 2012
2	Ratified by BoT	Sep 2012
3	Reviewed	Sep 2013
3	Ratified by BoT	Oct 2013
4	Reviewed SMK,MOR	Oct 2016
4	Ratified by BoT	Oct 2016
Review cycle: 3 years		Due for Review: Oct 2019

Management Contact:

Health & Safety Officer