



### Smoke-Free Workplace Information and Procedures

#### Introduction

The ACT Education Directorate has a legal and industrial obligation to provide a safe working environment and to protect its employees, students and clients from injury or illness arising from the workplace. The health of Directorate officers and students should not be put at risk by exposure to cigarette (including electronic cigarette) smoke in the workplace. ACT legislation is clear that smoking or vaping on the grounds of any ACT public school is prohibited. School property includes the school buildings, grounds and surrounding ovals and footpaths.

#### Rationale

Wanniassa School is a Smoke-Free Workplace. Smoking is not permitted on school property or at school events held at public venues. Wanniassa School staff are committed to fulfilling their occupational, health and safety responsibilities to provide a safe and healthy working environment for staff and students. As a result, staff encourage students to embrace healthy choices by educating students and offering support through our Student Services team and external agencies.

#### Implementing a smoke-free workplace

Wanniassa School students are not permitted to smoke or be in possession of cigarettes (including electronic or e-cigarettes) at school or while attending official school activities.

Students learn about making healthy choices through the Australian Curriculum: Health and Physical Education (F–10) which aims to develop the knowledge, understanding and skills to enable students to access, evaluate and synthesise information to take positive action to protect, enhance and advocate for their own and others' health, wellbeing, safety and physical activity participation across their lifespan.

Our procedures adopt an educative and deterrent approach. If students are:

- Smoking or vaping on school grounds or while attending official school activities; or/and
- Found to possess cigarettes (including e-cigarettes) or smoking paraphernalia; or/and
- Found with others who are smoking or vaping on school grounds or at school activities,

any smoking related products will be confiscated and destroyed. All incidents will be recorded on Sentral (School Administration System used by all ACT Government schools) and the following consequences will apply:

#### 1) First incident

- Conference with a Student Services staff member about the behaviour
- Student Services will inform parents and carers of the incident
- Student will be required to complete a recess or lunch detention

#### 2) Second incident

- Students offered counselling and referral to smoking cessation programs
- Student Services will inform parents and carers of the incident
- Student will be required to complete 2 days of break time (both recess and lunch) detention

- During the detention time students will be required to construct an [anti-smoking/vaping presentation](#)

### **3) Third incident**

- Students offered counselling and referral to smoking cessation programs
- Student Services will inform parents and carers of the incident
- Students will complete 5 days of break time (both recess and lunch) detention
- During the detention students will be required to complete a smoking/vaping diversion [booklet](#)
- Students will complete a '[Smoke Free Agreement](#)' which includes hourly check-ins with teachers.

### **4) Fourth and further incidents**

- Suspension (internal or external depending on circumstances) for persistently breaking school rules and putting the health and wellbeing of others at risk.
- The student and their parent/carer will be required to meet with the Student Services or Principal to plan for the student's return to school.
- The student may forfeit the privilege of being involved in extra-curricular activities such as school sporting teams, dance parties and extra-curricular excursions for the remainder of the school term.

### **5) Any student found to be smoking/vaping inside a school building will be suspended.**

## **Monitoring, Evaluation and Review**

The Principal is responsible for the development of this procedure and to ensure the procedures in this document are enforced.

Any concerns about the application of this procedure or the procedure itself, should be raised with:

- the school Principal in the first instance
- the Directorate's Liaison Unit on (02) 6205 5429
- online at [http://www.education.act.gov.au/contact\\_us](http://www.education.act.gov.au/contact_us)

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## **Related Legislation**

[Smoke-Free Public Places Act 2003](#)

[Work Health and Safety Act 2011](#)