

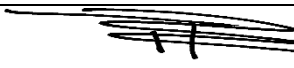


Broadford Secondary College

Smoke Free School Policy

Policy and Procedures

Broadford Secondary College actively promotes the safety and wellbeing of all students. All staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations including Child Safe Standards.

Date Implemented	2021
Author	Mark Boland
Approved By	Tania Pearson
Approval Authority (signature & date)	 . 18/09/2024
School Council Consultation	
Date Reviewed	September 2024
Responsible for Review	College Council / Policies Sub-Committee / Principal Class Officers
Review Date	September 2027
References	DET



Help for non-English speakers.

If you need help understanding the information in this policy, please call the college at 03 5784 1200.

Purpose

This policy supports public health objectives and ensures that smoking or using e-cigarettes (commonly known as 'vaping') is prohibited on school premises (buildings and grounds), within 4 metres of school entrances, or at school-sanctioned events held off-premises.

Summary

- In Victoria, a person must not smoke or use e-cigarettes on school premises or within 4 metres of any pedestrian access point to school premises.
- Inhaling vapour from an e-cigarette is known as 'vaping'. When using an e-cigarette, the user inhales and exhales the vapour, which can look similar to smoking a cigarette. The prohibition on smoking includes the use of e-cigarettes (vaping) and applies whether or not the e-cigarette contains nicotine.
- Cigarettes and e-cigarettes cannot be sold to people under 18 years of age.
- It is a legislative requirement that schools display suitable 'No Smoking' signs at all pedestrian access points (entrances) to the school grounds. The legislation defines smoking to include the use of an e-cigarette.
- In Victoria, a person must not smoke in a motor vehicle if a person under 18 years is also present in the motor vehicle.
- Smoking and vaping are also prohibited during school events and excursions held off school premises.

Details

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.

Schools must display “No Smoking” signs and enforce the ban to prohibit smoking and vaping on school premises (including buildings and grounds) within 4 metres of school entrances.

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 include pre-schools, kindergartens, outside-school hours care, cultural, sporting, or recreational activities, and school fetes.

Smoking and vaping are also prohibited during school events, and excursions are held off school premises.

Schools must:

- Display ‘No Smoking’ signs at each pedestrian access point to the school premises. Free ‘No Smoking’ signs can be ordered and downloaded through the Department of Health and Human Services website — refer to the Resources tab.
- 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’ area.

Principals or their delegate should:

- Ensure the whole school community knows that smoking and vaping are prohibited 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 and website and direct communication with specific staff, students, parents/carers, or non-compliant visitors may be required.
- 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 in a motor vehicle if a person under 18 years is also present in the motor vehicle.
- Encourage Department employees who require support complying with the ban to either:
 - Call the Quitline on 13 7848. Quitline is a friendly, confidential telephone service. A Quitline counsellor is trained to listen carefully and provide practical advice tailored to each person.
 - Use the Employee Assistance Program (EAP) or contact LifeWorks (1300 361 008).
- If necessary, arrange training with Quit Victoria on how to support staff and young people to quit.
- Make tobacco education information available. Education resources are available in the Resources tab.

Electronic cigarettes (e-cigarettes) are commonly known as “vaping.”

In Victoria, it is illegal for any person aged 18 or over to obtain, possess or use nicotine e-cigarettes, e-cigarette cartridges containing nicotine, or nicotine liquids for use in a vaporiser without a prescription. It is illegal to sell e-cigarettes to or buy e-cigarettes for any person aged under 18 years, whether or not the e-cigarettes contain nicotine. Whilst it is not unlawful for a person to possess or use e-cigarettes that do not contain nicotine, it is unlawful to use them on school premises or within 4 metres of a school entrance.

Resources and School Supports

The Resources tab contains guides to assist schools, parents, and the whole school community in talking to children and young people about the dangers of smoking and vaping and supporting young people who do smoke and/or vape to quit. Template wording is also available to assist schools in sharing information about smoking and vaping with parents and carers through 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:

- 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

Storage of Confiscated Vapes

- All confiscated vaping devices will be stored in a secure, dry lock box at the general office, away from direct sunlight and heat.
- This box will be clearly labelled and kept in a location that is inaccessible to students to ensure the safe storage of these items until a parent or guardian collects them.

Disposal of Unclaimed Vapes

Due to safety and environmental concerns, confiscated e-cigarette devices and liquids not collected by parents or carers will be disposed of by the end of each week.

Parental Notification and Collection of Confiscated Vapes

Parent(s)/Carer(s) will be notified whenever a vaping device is confiscated from a student and entered on COMPASS. Year-level coordinators will enter a vaping notice on COMPASS to inform parents.

The notification includes:

- A clear explanation of the child being found possessing a vape, including the circumstances under which the device was confiscated.
- Emphasis on the school's ban on the possession, supply, or use of vaping devices on school grounds.
- A request for the parent/carers to collect the confiscated vaping product at the school from the general office.

Student Reporting

If students provide information regarding any retail traders selling vaping products, school staff will report this information to Crime Stoppers.

Sub-school leaders and principal class will be in charge of making these reports.

Suspension Guidelines

Students will not be suspended solely for possessing vaping devices. However, suspension will be considered if a student is found distributing, selling, or consuming vaping products on school premises.

The school follows DET guidelines for managing vaping incidents, including reporting any individuals from outside the school community who attempt to sell e-cigarettes or vape products on school grounds to the police.

Enforcement

Consequences for students found smoking, in possession of cigarettes or vapes, buying cigarettes or vapes from other students or supplying cigarettes or vapes to other students, or as a bystander in the company of smokers or vapers, anywhere in the school environment or whilst travelling to or from school, will be liable to a range of consequences dependent on the circumstance and whether or not previous offences have been recorded, at the discretion of the principal.

First incident:

- Inform parent/guardian
- Incident report recorded on COMPASS as a Major Behaviour
- Referral to the school nurse for an educative conversation
- Community service considered based on the nature of the offence

Second Incident:

- Inform parent(s)/guardian(s)
- Incident report recorded on COMPASS as a Major Behaviour
- A formal letter to be sent home as a caution
- Additional referral to the school nurse for one-on-one counselling
- QUIT information supplied to the student
- Exclusion from area(s) where smoking or vaping occurred

Third Incident:

- Inform parent(s)/guardian(s)
- Incident report recorded on COMPASS as a Major Behaviour
- Additional referral to the school nurse for additional counselling
- SSG offered to help the family unpack and provide support.

Additional Incidents:

If the behaviour continues, the student may be suspended for each further incident, and the support outlined above will continue. In extreme circumstances, a student may be expelled.

Definitions

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

Related Policies and Resources

Department of Education and Training policies and resources:

- [Respectful Behaviours within the School Community Policy](#)

Broadford Secondary College policies:

- Parent Complaints Policy
- Statement of Values and School Philosophy

Relevant legislation

- 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)