

# Smoke-Free Policy and Procedures

Hawker College, 2015

## Policy

Smoking has proven adverse consequences for the health of the smoker and for others in the area where smoking occurs. It is contrary to ACT Education and Training Directorate policy (the ETD Smoke Free Workplace Policy 2008, updated 2010) and ACT Government legislation (Smoke-Free Public Places Act 2003, republished 2012, under which a school is defined as a public place).

In the Staff Diary 2013, staff members are requested to ask smokers to move off the school grounds. It is also stated in the Staff Diary that smoking is illegal on government premises and that names of smokers are to be forwarded to Executive Teacher Student Services to be recorded. Names may alternatively be forwarded to the Deputy Principal – Students and Community.

## Procedures

When a student is found to be smoking on college premises (whether in the building or outdoors)

- First occasion: the student will be reminded of the policy and the incident will be recorded on Maze Behaviour.
- Second occasion: the incident will be recorded again on Maze behaviour and parents will be notified.
- Third occasion: parents will be notified, the incident will be recorded on Maze behaviour. The student will be suspended and will be required to attend a meeting on returning from suspension, to sign an agreement.

## References

Smoke-Free Workplace Policy, ACT Education and Training Directorate, 2008,  
[http://www.det.act.gov.au/\\_data/assets/pdf\\_file/0018/19512/SmokeFreeWorkplacePolicy.pdf](http://www.det.act.gov.au/_data/assets/pdf_file/0018/19512/SmokeFreeWorkplacePolicy.pdf)

Smoke-Free Public Places Act 2003, Republication Number 5 (2012), <http://www.legislation.act.gov.au/a/2003-51/current/pdf/2003-51.pdf>

## Last updated

Wednesday 9 September 2015

Frank Keighley

Acting Principal

Hawker College