

698 ECG Smoking and/or Vaping Policy

Purpose

1. To outline the roles and responsibilities of ECG Secondary College (ECG) staff, students, and parents or care givers for ECG students smoking and or vaping, including communication strategies.

Principles

2. ECG is committed to empowering students about their rights, and students are encouraged to participate in decision making affecting them.
3. ECG recognises the significance of family and community engagement in contributing to positive student behaviour. ECG is committed to ensuring that families and relevant parties are informed and involved in promoting positive behaviour, child safety and wellbeing.

Scope

4. This policy is relevant to the Executive Principal, ECG Principal, ECG staff, ECG students, students' parents, guardians, care givers, and relevant community members.
5. This policy and accompanying procedures are to be read ancillary to the document '685 ECG College Student Behaviour Support and Management Policy and Procedures' and the '623 Student Code of Conduct Policy'.

Policy

6. The Executive Principal will maintain the status of final decision maker, where required, with respect to any practices implemented in accordance with this policy and accompanying procedures.
7. The ECG Principal is responsible for reviewing the policy at least annually.
8. The ECG Principal, Campus Principal/Campus Lead Teachers are responsible for ensuring the policy is regularly communicated to staff, students and parents/guardians/caregivers using a range of media formats. Media formats may include (but are not limited to) posters or handout leaflets, newsletters, verbal communication, staff meeting agenda item, school assembly, publication on the school website, or through Compass.
9. All ECG campuses are smoking and vaping free zones.
10. Smoking/Vaping is prohibited and may not be conducted within 4 metres of all campus boundaries.
11. Students are not permitted to have any cigarettes, vapes, smoking or any associated paraphernalia on site or at any school activity.
12. All staff have a responsibility for ensuring that records containing any instances of a student smoking or vaping and the subsequent follow up are retained on the student's individual file located on the student management system.
13. ECG staff will adhere to the roles and responsibilities set out in this policy and the accompanying procedures.

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14. The staff member who witnesses the student smoking or vaping on site is responsible for recording the incident on the student's individual file on the student management system. Responsibilities may include gathering information, liaising with relevant parties, providing information and recommendations to the Campus Principal/Lead Teacher, and maintaining records.
15. The student's allocated teacher is responsible for following up with the student and any subsequent actions as outlined in the ECG College procedure for smoking and vaping.
16. ECG staff, through the suspension procedure, will notify the ECG Principal as soon as practicable within 24 hours of any incidents occurring that may result in a student being suspended due to the act of smoking or vaping.
17. '685-1 ECG Secondary College policy for consideration and managing student suspensions and expulsions' and '685-1A ECG Secondary College procedure for consideration and managing student suspensions and expulsions' are to be followed if required.
18. ECG staff will clearly communicate student behaviour expectations in line with this policy.

Relationships

Internal

- 601-3J Student Rights and Responsibilities Form
- 623 Student Code of Conduct Policy
- 680 ECG College Student and Parent Handbook
- 685 ECG College Student Behaviour Support & Management Policy & Procedures
- Student Enrolment Agreement
- 133 Student Wellbeing and Engagement Policy
- 135 Child Safe and Wellbeing Policy
- 131 Information Privacy Policy

External

- Education and training Reform Act (2006)
- Education and Training Reform Regulations (2017)
- Tobacco Act 1987 (Vic)
- Drugs, Poisons and Controlled Substances Act 1981 (Vic)
- VRQA Guidelines to the Minimum Standards for Requirements for School registration (2022)
- Ministerial Order No. 1359: Implementing the Child Safe Standards — Managing the risk of child abuse in schools and school boarding premises.

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