

# 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.

## Scope

2. This policy applies to all ECG staff, students, their parents, guardians or care givers, and relevant community members.
3. All activities that take place on school premises.
4. Any off-campus school sanctioned events.

## Definitions

**Electronic cigarettes (e-cigarettes)** are electronic devices which heat and vaporise liquids that may or may not contain nicotine or flavouring agents. The vapour is inhaled, simulating the act of smoking.

**Vaping** the use of e-cigarettes is commonly referred to as 'vaping'.

## Policy

5. Smoking and vaping is banned within the grounds of all schools in Victoria and applies whether the e-cigarette contains nicotine or is prescribed for therapeutic use.
6. Smoking and vaping is also banned within four metres of any part of a pedestrian access point (entrance) to all ECG premises.
7. All ECG campuses are smoking and vaping free zones, this also includes excursions and College sanctioned events that are held off premises.
8. The smoking and vaping ban apply at secondary schools, always, no matter whether the building or school grounds are being used for education purposes or other purposes. The ban therefore applies when other activities are taking place on the school grounds, such as fetes or sporting events, as well as during school hours.
9. Cigarettes and e-cigarettes cannot be sold to people under 18 years of age.
10. It is a legislative requirement that schools must display suitable 'no smoking' signs at all pedestrian access points (entrances) to ECG grounds. 'No smoking or Vaping' signs also meet this requirement.
11. This policy and accompanying procedure are to be read in conjunction with the documents '685 ECG College Student Behaviour Support and Management Policy and Procedures' and '623 Student Code of Conduct Policy'.
12. 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.
13. The College Principal and Campus Principals 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.

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14. Students are not permitted to have any cigarettes, vapes, smoking or any associated paraphernalia on site or at any school activity.
15. 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.
16. ECG staff will adhere to the roles and responsibilities set out in this policy and the accompanying procedures.
17. 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, and maintaining records.
18. The student's allocated teacher is responsible for following up with the student and any subsequent actions as outlined in '698-1 ECG Smoking and or Vaping Procedure'.
19. 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.
20. '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.
21. 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
- 685-1 ECG Policy for Consideration and Managing Student Suspensions and Expulsions
- 685-1A ECG Procedure for Consideration and Managing Student Suspensions and Expulsions
- 698-1 ECG Smoking and or Vaping Procedure
- 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
- 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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