

St Margaret's Berwick Grammar (**SMBG**, the **School**) is committed to providing a safe, healthy and supportive environment for all students, staff and visitors. To protect the wellbeing of our community and uphold Victorian public health legislation, smoking and the use of e-cigarettes (vaping) are strictly prohibited on school grounds, within 4 metres of any School entrance, and at all School sanctioned events held off-site.

Tobacco smoke is a health hazard and has been directly linked to a range of serious diseases including lung cancer and heart disease. The smoking of tobacco products is not only a health hazard to the smoker but also to any person who is exposed to passive smoking through the breathing of air contaminated by tobacco smoke.

The smoking of vapes/e-cigarettes that may contain nicotine or other harmful chemicals may expose users and bystanders to chemicals that are harmful to health

Purpose

The purpose of this policy is to protect the health, safety and wellbeing of all members of our school community by ensuring that our environment remains completely smoke-free and vape-free. This policy supports Victorian public health legislation and reinforces our commitment to providing a healthy learning environment for students, staff, families and visitors.

Scope

This policy applies to all individuals on school premises or attending school-related activities including:

- Students;
- Employees (**Staff**)
- Contractors;
- Volunteers;
- Visitors;
- Parents and carers; and
- Members of the wider community using school facilities (such as sporting clubs or community groups)

The requirements apply during and outside school hours, and extend to all school buildings, grounds, entrances, and any school-related events held off-site.

Principles

SMBG has a zero-tolerance policy towards the purchase, possession, supply and use of tobacco and electronic cigarettes by students (including students who are aged 18 years or over).

It is a criminal offence to:

- Sell or supply a tobacco product or e-cigarette product to a person under the age of 18 years;¹ and
- Purchase a tobacco product or e-cigarette product for or on behalf of a person under the age of 18 years.²

SMBG encourages healthy living for all students and is committed to the delivery of health education that provides information about the detrimental effects of smoking and electronic cigarettes.

¹ *Tobacco Act 1987* (Vic) s 12(1).

² *Tobacco Act 1987* (Vic) s 12(2).

Ban on Smoking and Electronic Cigarettes

Smoking and the use of electronic cigarettes is prohibited:

- On school premises (buildings and grounds) during and outside of school hours;
- At all school events, functions and activities;
- School vehicles or vehicles being used for work purposes
- Within 4 metres of any pedestrian access point to the school.

This ban applies to students:

- When travelling to and from school;
- When travelling to and from school events, functions and activities;
- When wearing the school uniform; and
- When representing or acting on behalf of the school.

Staff who require assistance to comply with the ban are encouraged to use the Employee Assistance Program (**EAP**).

Procedure for Students

The following procedures are to be implemented when a student is found in possession of or using cigarettes or electronic cigarettes, buying or selling cigarettes or electronic cigarettes to other students, or in the company of students who are smoking or using electronic cigarettes

1. Each incident will be recorded on student file.
2. Any cigarettes, lighters or other devices will be immediately confiscated by the school.
3. Head of Students or delegate will inform the student's parents.
4. The student will receive an official warning.
5. The student will be provided with resources and support to assist them to quit smoking.

If the student continues to smoke or use an electronic cigarette, the following procedures are to be implemented.

1. Head of Students or delegate will inform the student's parents.
2. Head of Students or delegate will meet with the student and their parents to discuss the incident.
3. The student will be provided with resources and support to assist them to quit smoking. The student will receive a detention or suspension.
4. In extreme circumstances, the student may be expelled consistent with school **Responsible Behaviour Policy**.

Smoking Education

The health risks associated with smoking and the use of electronic cigarettes with form part of the health and wellbeing curriculum for all students. SMBG has adopted the following procedures to discourage the practice of smoking and the use of electronic cigarettes by students:

The School will use the following resources to support students to quit:

- [Quit](#)
- [Vaping resources](#)

Roles and Responsibilities

The Principal is responsible for:

Smoking and Vaping Policy

- Implementing this policy and related procedures;
- Monitoring compliance with this policy and related procedures
- Communicating this policy to students, employees, contractors, volunteers, visitors, parents and carers and the broader school community;
- Displaying a “No Smoking” sign³ at each entrance to the school;
- Ensuring that staff have training and resources to support the school’s health education program and raise awareness of the detrimental effects of smoking and the use of electronic cigarettes;
- Managing incidents where a student is found in possession of or using cigarettes or electronic cigarettes or in the company of students who are smoking or using electronic cigarettes.

Staff are responsible for:

- Understanding their obligations under this policy, related procedures and legislation;
- Reporting any breaches of this policy to the Principal;
- Providing information and resources to students about smoking and electronic cigarettes within the relevant curriculum and wellbeing programs;
- Confiscating cigarettes, lighters and other devices from students, as appropriate.

Definitions

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

Smoking means the inhalation of tobacco products or any other associated substance.

Related Policies and Legislative Resources

Child Safety and Wellbeing Policy

Responsible Behaviour Policy

Employee Code of Conduct

Education and Training Reform Act 2006 (Vic)

Education and Training Reform Regulations 2017 (Vic)

Occupational Health and Safety Act 2004 (Vic)

Occupational Health and Safety Regulations 2017 (Vic)

Tobacco Act 1987 (Vic).

Review

This policy is approved by the Executive and is reviewed every three years and/or earlier where required.

Effective Date	September 2026
Review Date	September 2029
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³ It is a [legislative](#) requirement that schools display ‘No Smoking’ signs at all pedestrian access points (entrances) to the school grounds. Free signs can be downloaded through the [Department of Health](#). Signs must be displayed in a prominent position at each entrance