



Timaru Christian School Operational Policies

H2O Smokefree Schools

Our smokefree procedure allows us to comply with smokefree legislation, and promote a smokefree lifestyle to all members of the school community.

The legislation

The Smoke-free Environments Amendment Act, 2003, directs that all buildings and grounds are smokefree, 24 hours a day, seven days a week (with no exemptions). The education provisions in the Act aim to:

- ▶ prevent the exposure of children and young people to second-hand smoke
- ▶ prevent children and young people being influenced by seeing others smoke
- ▶ send a positive message about a smokefree lifestyle as the norm.

The Act applies to anyone on the school grounds including students, staff, visiting parents, contractors, and people hiring or using the school facilities outside school hours.

To comply with the legislation, schools must ensure that everyone coming on to the school site is aware that the entire grounds are smokefree at all times. This means:

- ▶ displaying Smokefree signs at every entrance to the school grounds and the outer entrance of every building
- ▶ advising contractors and other people working at school of our Smokefree Policy
- ▶ communicating the policy to parents through the newsletter and other means
- ▶ ensuring that people hiring or using the school facilities are aware of the policy and accept that there are no exemptions and that it applies 24 hours a day, seven days a week
- ▶ having a procedure for breaches of the policy.

Our school aims to reduce smoking uptake among students and work towards a smokefree society through:

- ▶ Consistent messages:
 - ▶ We prominently display our Smokefree Policy in the staff room and the public area of the office.
 - ▶ We display Smokefree signs and ask anyone smoking to stop.
 - ▶ We do not provide ashtrays or smoking areas.
 - ▶ We educate students through the curriculum about the harmful effects of smoking and exposure to secondhand smoke.
 - ▶ Where possible, we provide staff with smokefree-related professional development.
 - ▶ We communicate our smokefree policy to the school community via the newsletter and other means, and promote Quit Smoking programmes as appropriate.
 - ▶ We inform parents of new entrants, and prospective employees, of our school's Smokefree Policy.
- ▶ Role models
 - ▶ Young people are more likely to start smoking if they see adults smoking.



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- ▶ We promote all school activities outside of our school's premises as smokefree, e.g., EOTC activities, sporting events, etc., and remind parent helpers that they must not smoke while looking after students.
- ▶ We regularly remind current employees of the policy and ask them to ensure they cannot be seen smoking by students even when they are off the school grounds.
- ▶ Smokefree environment
 - ▶ There is no smoking anywhere at school at any time.

Breaches of the smokefree policy

Students found smoking in or around school are offered appropriate counselling and education. Parents are contacted and encouraged to deal with the smoking as a health issue rather than a discipline issue.

Adults smoking in or around school environment will be reminded that the school is smokefree by law and asked to stop smoking or leave the premises.

Complaints

All complaints involving smoking are referred to the principal, who may pass these to the board of trustees for investigation. Investigations take place within 20 working days of the complaint or incident and follow the procedures laid down in the Smokefree Environment Amendment Act, 2003.

Briefly, these are:

- ▶ Any complaint about smoking in the workplace should be made to the principal (who may refer it to the board) or to the Director General of Health. Complaints made to the Director General are referred back to the board in the first instance.
- ▶ The principal/board has 20 working days to investigate whether there has been a breach of the Act, and to try to resolve the complaint. This involves being assured by the person in possible breach of the Act that there will be no further cause for such a complaint.

Employees are entitled to have a workplace representative present at any meeting called by the employer to resolve the complaint.

- ▶ If the principal/board is unable to resolve the complaint within 40 working days of receiving it, they must refer it in writing to the Director General of Health.

Employment relationship issues arising from smoking in the workplace are dealt with in terms of the Employment Relations Act.