



Peter Lalor Secondary College

Smoking and Vaping Policy



HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Peter Lalor Secondary College on 03 9464 0122 or peter.lalor.sc@education.vic.gov.au.

PURPOSE

The purpose of this policy is to support public health objectives and ensure there is no smoking or use of e-cigarettes (commonly known as 'vaping') on school premises (buildings and grounds), within 4 metres of school entrances, or at school sanctioned events held off-premises.

SCOPE

This policy applies to:

- the whole College, including events held off College grounds and also applies to any times students are wearing the school uniform outside of College hours (eg. walking to and from school).
- all students, regardless of age.
- all staff, including casual relief staff and volunteers.
- all parents and carers within the jurisdiction of Peter Lalor Secondary College (school buildings, grounds, within 4 metres of entrances and any school sanctioned events).

DEFINITION

Electronic cigarettes

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. Use of e-cigarettes is commonly referred to as 'vaping'.

POLICY

'No Smoking or Vaping' signage requirement

Schools must:

- display 'No Smoking or Vaping' signs at each pedestrian access point to the school premises. Free 'No Smoking or Vaping' signs can be ordered and downloaded through the [Department of Health](#) website.
- display the signs in such a prominent position at each entrance to make it clear that the area at or within 4 metres of that entrance is a 'No Smoking or Vaping' area.

Other actions

Principals or their delegate must ensure that the whole school community is aware that smoking and vaping are not permitted on school premises and within 4 metres of school entrances. This may be achieved through the signage required at each entrance. If further measures are required (due to non-compliance), notices in the school

newsletter, on the school website and direct communication with specific staff, students, parents/carers or visitors who are non-compliant may be required.

It is recommended that principals or their delegate:

- remind the school community that smoking and vaping are not permitted at school-sanctioned events held off school premises.
- where relevant, remind staff that a person must not smoke or vape in a motor vehicle if a person under 18 years is also present in the motor vehicle.
- encourage department employees who require support to comply with the ban to:
 - contact [Quitline](#) (calling [13 78 48](#), texting or requesting callback, online webchat) – Quitline is a friendly, confidential service with trained counsellors who provide practical advice tailored for each person.
 - contact their general practitioner (GP).
 - use the [Employee Assistance Program \(EAP\)](#) on [1300 361 008](#).
- make tobacco and vaping education, information and staff training available to support students not to smoke or vape – refer to the [Guidance](#) and [Resources tab](#).

RESOURCES AND SCHOOL SUPPORTS

The [Guidance tab](#) contains information and advice to support schools to prevent and manage student vaping in schools.

The [Resources tab](#) contains links and materials to assist schools, parents/carers and the whole school community to talk to children and young people about the dangers of smoking and vaping, and support young people who do smoke and/or vape to stop. Template wording is also available to assist schools in sharing information about smoking and vaping with parents and carers through their school communication channels (for example, their school newsletter).

School and area-based health, wellbeing and inclusion workforces can also assist with providing support to students who smoke or vape. These include:

- Doctors in Secondary School Program
- Secondary School Nursing Program
- Student Support Services Program
- Mental Health Practitioners in Schools
- Primary Welfare Officers
- Koorie Engagement Support Officers.

PREVENTION

The health risks associated with smoking and vaping will form part of the Health and Physical Education curriculum for all students. Parents / guardians will be provided with information via the newsletter, Compass feed, and email regarding the following:

- Health risks associated with smoking and vaping
- Strategies to help prevent their children taking up smoking or vaping
- Advice on how to talk openly to their child about smoking or vaping

- Strategies to help their child quit if they have shown signs of smoking or vaping, or have addiction issues
- Wellbeing staff available to support their child and how to contact them.

Students will be actively engaged to participate in health promotion activities to ensure that student voice about smoking / vaping is heard and acted upon. Staff will continue to receive professional development to ensure they are equipped to intervene and manage young people who choose to smoke or vape at school.

MANAGEMENT

For students found smoking or vaping, or in possession of cigarettes or vapes, either at school, or on school sponsored activities an escalated response of interventions will apply. All interventions are based on the belief that smoking and vaping are primarily health issues and recognises the rapid dependent nature of nicotine. The college aims to support young people to remain smoke-and vape-free through the school day or on school sponsored activities.

Escalated Levels of Intervention:

Students found in possession of a vaping device or cigarette/lighter on school premises or school activities:

1. Staff member will confiscate the vaping device or cigarette/lighter
2. Phone contact will be made with the student's parent/carer to discuss the concerns
3. Parent/Carer will be required to collect the item/s otherwise it will be discarded with permission

First occurrence of smoking or vaping on school premises or on school activities:

1. Staff member will confiscate the vaping device or cigarette
2. Phone contact will be made with the student's parent/carer to discuss the concerns
3. Parent/Carer will be required to collect item/s or they will be discarded with permission.
4. Student will be given an after-school vaping or smoking education session involving a worksheet to complete. If student fails to attend session a parent/carer meeting may be required.

Second occurrence of smoking or vaping on school premises or on school activities:

1. Staff member will confiscate the vaping device or cigarette
2. Phone contact will be made with the student's parent/carer to discuss the concerns
3. Student will be given a one-day suspension for failing to follow the college rules.
4. Student will be required to attend a further education session with a secondary school nurse to discuss the risks involved with vaping or smoking cigarettes.

Third occurrence of smoking or vaping on school premises or on school activities:

1. Staff member will confiscate the vaping device or cigarette item/s.
2. Student will be given a 3-day suspension for failing to follow the college rules.
3. School meeting is arranged with parent before student returns to normal classes
4. Parent/Carer will be required to collect item/s or they will be discarded with permission.
5. Behaviour contract is developed and discussed at parent/carer meeting.
6. Student will be referred onto external services to receive education and support about the risks associated with vaping or smoking.

COMMUNICATIONS

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings

- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following policies on the Department's Policy and Advisory Library (PAL):

- Child Safety and Wellbeing Policy [Child-Safe-2023.pdf \(lalornthsc.vic.edu.au\)](#)
- [Smoking and Vaping Ban: Policy | education.vic.gov.au](#)
- [Learning environments: smoke-free and vape-free | health.vic.gov.au](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	22nd November 2024
Approved by	Principal
Next scheduled review date	Before December 2028