

# Smokefree School Policy

## **Purpose**

Carrum Downs Secondary College is committed to the safety of all children and young people.

## **Student Smoking Incidences**

The uptake of smoking occurs predominantly among teenagers and procedures have been established to discourage smoking.

Smoking is not permitted in many buildings and areas in the broader community. For health and safety reasons, this school community mirrors that position.

Carrum Downs Secondary College recognises the danger smoking and passive smoking causes to health and has established a policy to ensure that the entire school grounds are smokefree.

**Smoking is not permitted in any area of the school property, nor at any school related activity or function, by students, staff or visitors. This includes the smoking or vapour cigarettes.**

Carrum Downs Secondary College has established the following procedures to be followed in instances of student smoking.

## **First Incident**

Meeting with the House Leader or the Wellbeing Leader to develop a Risk Reduction Agreement (see Appendix 2), completion of a Smoking Assignment at lunchtime, parent contact by telephone and 1<sup>st</sup> letter home.

- Student and House Leader discuss the smoking incident
- Parent contacted
- House Leader presents background information on smoking, materials from smoking and quitting and the school Smokefree policy
- House Leader and student develop a Risk Reduction Agreement
- Student to complete smoking assignment at lunchtime
- School and student to keep a copy of the Risk Reduction Agreement
- Follow up contact is agreed to

## **Second Incident**

Inform parents (see sample letter) and reiterate Smokefree Policy, review Risk Reduction Agreement in an after school detention.

## **Third Incident**

Suspension as a response to non compliance with school policy. Parent contact and referral to Wellbeing re: harm minimisation.

**Evaluation:** This policy will be reviewed as part of the College's review cycle

**Related policies:** School Policy Advisory Guide – <http://www.education.vic.gov.au>

*This policy was endorsed by the College Council in June, 2016*

## Appendix 1

### SAMPLE LETTER TO PARENTS/GUARDIANS

Dear Parent/Guardian

Carrum Downs Secondary College has developed a policy and process related to the way we will deal with students who smoke while at school, on the way to and from school or during a school related activity. As most adult smokers report that they took up smoking while of school age, our school community feels that we must do all we can to encourage students not to smoke.

The emphasis is to put the health and well being of our students first and not to resort to punitive sanctions until other means of dealing with the situation have been exhausted.

The procedure of how student smoking will be dealt with is summarised below.

- |                        |   |
|------------------------|---|
| <b>First Incident</b>  | Meeting with the House Leader or the Wellbeing Leader to develop a Risk Reduction Agreement, completion of a Smoking Assignment at lunchtime and parent contact by telephone. |
| <b>Second Incident</b> | Inform parents and reiterate Smokefree Policy, review Risk Reduction Agreement.   |
| <b>Third Incident</b>  | Suspension as a response to non compliance with school policy. Parent contact and counselling.  |

Should you wish to discuss the policy and procedures please do not hesitate to contact the College.

Yours sincerely

**Mark Gow**  
Principal

## Appendix 2

### Risk Reduction Agreement

This agreement is made between ..... (designated staff member) on behalf of Carrum Downs Secondary College and ..... (student name).

..... is aware of the health risks associated with smoking and of the school's Smokefree Policy. .... is entering into this agreement in order to reduce the risk to his/her health and to help him/her to comply with school policy.

..... has decided not to smoke at school, on the way to and from school or during a school related activity for the following reasons:

.....  
.....  
.....

At school, ..... tends to smoke in the following circumstances and places:

.....  
.....

..... will reduce the risk to his/her health and comply with the school's policy by doing the following:

.....  
.....  
.....

..... will keep in regular contact with ..... (designated staff member) for a period of one month. At the end of that time this agreement will be reviewed.

In order to help ..... Reduce the risk to his/her health and comply with school policy, the school will:

.....  
.....

We have agreed on the terms of this Risk Reduction Agreement for ..... and to review this agreement on the following date: .....

Student signature:..... Date .....

Staff Member's signature ..... Date.....

Agreement review held on .....

## Appendix 3

### Sample letter to parent/guardian

Dear Parent/Guardian

Your son/daughter \_\_\_\_\_ has been smoking at school/on the way to and from school/on a school related activity.

This is the second incident and it is part of our procedure to write to you at this stage.

After the first incident your child had a meeting with a staff member and together they developed a Risk Reduction Agreement. This agreement outlined the steps that the school and your child would take to help reduce the risk that this behaviour poses to the health of your child.

As this is the second incident, your child has met again with the staff member to discuss the school's Smokefree policy and procedures. They have also reviewed the Risk Reduction Agreement.

We would like you to read the enclosed material which has been produced by the Quit Campaign and discuss it with your child. You may like to ring the Quitline on 131 848 to discuss ways that you can help reduce the risk that smoking poses to your child's health.

Should there be a further occurrence of smoking related behaviour, suspension; the school's standard consequence for non-compliance with school policy will be implemented.

Should you wish to discuss any issue raised by this letter please do not hesitate to contact me at the College.

Yours sincerely

House Leader