



Smokefree and Vape free Policy

Enquires to:	Manager, or Chairperson
Applies to:	All kaiako, casual kaiako, students, management and non-teaching staff
Date Developed:	May 2021
Date reviewed:	May 2021
Date Approved:	
Next Review Date:	June 2024

References; Licensing Criteria, HS 31, MOE ECE Regulations 2008, Health and Safety Policy, smoke free environments Act 1990

Rationale:

- The Centre aims to provide a smokefree and vape free role model for tamariki, parents, staff and visitors to Centre and the wider community. This includes private functions held at the Centre.
- The centre is required by law to provide a smokefree and vape free workplace and environment
- To comply with the Ministry of Education 2008 ECE Regulations
- The smoke free Environment Act 1990 requires an Employer to have a written Policy

Procedure:

- Smoking and vaping shall not be permitted at any time on the premises of the centre
- This includes any area used by tamariki, in the toilet area, kitchen or where food is being prepared, or anywhere in the outdoor playground area
- Employees shall be protected from tobacco smoke in the workplace
- All new employees or potential employees will be informed of the Centre's smoke free and vape free environment policy before they accept a position at the Centre
- Clear **NO SMOKING /NO VAPING** signs will be displayed on the Centre building
- Smoking and vaping is completely prohibited within the Centre buildings or on centre grounds, finishing at our gateway
- All persons Smoking or Vaping are asked to ensure this is done out of sight of the centre and the children. Please ensure that your uniform is not visible while smoking or vaping.
- Kaiako are required to wash their hands and freshen their breath before attending any child after smoking and or vaping.
- Any person entering the premises smoking or vaping will be required to extinguish the cigarette, pipe etc. or they will be asked to leave.

Complaints Procedure:

- If any person believes on reasonable grounds that a person has contravened any provision of this policy, the person may complain to the Centre Manager or Board if trustees specifying the details of the complaint.
- The Manager or Board of Trustees shall investigate the complaint and if it appears that a contravention has occurred, the BOT shall try to resolve the complaint.
- Where the contravention is on the part of the employer, the BOT shall settle the cause of the complaint or give an assurance that satisfies the complainant that there will be no repetition of the cause of the infringement.

- Where the contravention is on the part of the employee, the Manager or BOT shall seek to obtain from the employee an assurance that there will be no repetition of the cause.
- Any person wishing to change the policy on Smokefree Environment may do so by approaching the Centre Manager or BOT.

Board of Trustees consulted	Yes/No	Kaiako consulted	Yes/No
Parents consulted	Yes/No		
Approved by: _____		Designation: _____	Date: _____