Non Smoking Work Policy

The Peter Toms early Learning Centre aims to create an environment where staff are educated about the effects of smoking on themselves and those around them. Brighton Grammar School has a zero tolerance policy for smoking on and near the School precinct.

Zero tolerance is enforced by the School to protect staff, students and visitors from the dangers of passive smoking and to assist staff members who smoke and wish to quit the habit.

Application

This policy applies to all employees and contractors working at Brighton Grammar School and to those directing external contractors on a day to day basis.

Rules

It is School policy that in the course of normal duties, whether on Brighton Grammar School property or not, on excursions and organised occasions such as sporting, music and other functions where the employee is representing the School, staff are not permitted to buy, possess, supply, use or be under the influence of tobacco products. Smoking is not permitted in any Brighton Grammar School vehicle at any time.

It should be noted that School events that fall on the weekend, such as Saturday sport or in the evening after a normal working day, such as School plays, music concerts or parent/teacher interviews, are considered to be a continuation of working hours. As such the above rule applies to such events.

Staff members, contractors, parents and members of the wider community are to refrain from smoking at all times within a 15 metre radius of the School.

Supervision of Students

Staff supervising students or attending School related functions or activities are expected to conduct themselves in a manner that presents a positive and professional role model to boys, colleagues and external parties. As such, staff are expected to refrain from smoking in the presence of students.

Sanctions

Sanctions will depend on the nature of the breach or conduct and circumstances; factors to be considered may include the previous conduct of the staff member and will be determined at the sole discretion of the Headmaster. Sanctions may include:

- A requirement to participate in external counselling and education;
- Implementation of a performance management plan;
- Initiation of a disciplinary process;
- Issue of disciplinary warnings;
- Termination of employment.

Breaches of this policy in relation to the use or be under the influence of tobacco products or attendance at work are likely to be managed using the framework outlined above (subject to the severity, frequency or nature of the conduct).
Breaches of the policy which involve unlawful behaviour (including trafficking in drugs or the consumption of illicit substances) are likely to result in termination of employment and referral of the matter to Police.

Quit Programs

Brighton Grammar School will support any staff member wishing to participate in a registered QUIT program for more information please go to: www.quitnow.gov.au or contact the Director of Human Resources.

Who is affected by this policy?
Children, families and staff

Review
The review will be conducted by:
* The Peter Toms ELC staff
* Families

Policy created: 14 February 2012
Next Review date: January 2017