

Smoking/Vaping Policy

RATIONALE:

To ensure that practices are in place to ensure the licensed premises and grounds are a smoke-free and vape-free environment.

PRACTICE:

- Fingerprints Christian Preschool is a smoke-free and vape-free environment. Smoking or vaping is not permitted by any person in the whole licensed premises, including the grounds.
- Fingerprints Christian Preschool does not have a designated smoking/vaping area.
- "No Smoking/no vaping" signs will be prominently displayed at all entrances to building.
- All staff members are to take responsibility for ensuring that no one smokes on the premises, and are to inform the Centre Director immediately if they suspect or observe somebody attempting to light a cigarette or vape, or who enters the premises whilst smoking/vaping.
- Any person entering the premises whilst smoking/vaping will be requested to extinguish their cigarette/vape and if non-compliant will be asked to leave the premises by the Centre Director.
- Employees who smoke/vape are required to take steps to cover the smell before resuming their work. For example, brushing teeth, washing hands, changing clothes.
- If an employee smokes/vapes at the centre, there will be a disciplinary procedure. This is outlined in our Employment Agreement and during our induction process.

GUIDING DOCUMENTS: Smokefree Environments Amendment Act 2003

Approved by:

Centre Director : *Hilary Henderson*

Date: July 2023

Service Provider

Contact Person: *Aaron Donaldson*

Date: July 2023

Reviewed: July 2023

To be reviewed: July 2025