

## **POLICY REGARDING SMOKING**

### **PHILOSOPHY**

- There is a growing need to ban smoking at the school for medical and financial reasons, as well as because of the influence of passive smoking on learners and educators.

### **AIMS**

- The Education Department and the school have a responsibility as employers to protect all their partners.
- In an attempt to satisfy the needs of smokers and non-smokers and to create a safe and healthy environment for working and learning for all partners, the school intends to implement a programme for the phasing out of smoking. The programme is not aimed at punishing smokers, but to consider and improve the health of all those involved.

### **POLICY OF THE EDUCATION DEPARTMENT – GUIDELINES**

- No smoking is allowed inside the school building, except in a demarcated area or room set aside for the purpose.
- No smoking is allowed in front of learners during school hours and official extramural activities.
- This policy applies to all staff members at the school.
- Visitors – smoking is not allowed in the school and hall.
- No smoking signs should be put up at the front door and Allegaartjie.
- There should be fire extinguishers and rubbish bins filled with sand in the smoking room.
- Smokers should ensure that the room is protected against fire at all times.
- Smokers are responsible for the neatness of their smoking room.

### **POLICY GOALS**

- To inform smokers of the negative effects of smoking and to provide support to those who wish to stop smoking
- To change the work environment by eliminating the negative effects of passive smoking on non-smokers
- To provide all those involved in the school with a healthy work environment and to prevent conflict between them

## **NON-SMOKING AREAS**

- All classrooms, individual offices, toilets, reception area, passages, kitchen, hall and venues inside the school

## **SMOKING AREA**

- Outside school buildings in the absence of learners

## **CONTENT**

- Smoking is not allowed in front of learners during official school hours and sports events.
- This policy applies to all staff members, parents and learners of the school.
- Visitors are not allowed to smoke inside the school buildings.
- No smoking signs should be put up to be visible to all.
- Fire extinguishers should at all times be available and in working order in the smoking room.
- The smoking room should as far as possible be protected from fire.
- Smokers are responsible for the neatness of the smoking room.

## **IMPLEMENTATION AND LEGAL IMPLICATIONS**

- The smoking policy will be implemented from .....2.....
- At the appointment of a new staff member the policy should be brought to his or her attention.
- The policy applies to all those involved in the school.
- All relevant laws, as referred to in Circular 108/2000, apply to this policy.

**EVALUATION INSTRUMENT**

- The effectivity of the policy should be monitored by doing a survey by means of a questionnaire regarding attitudes and implementation amongst all those involved.
- It is the responsibility of all those involved to make sure that the smoking policy is implemented correctly to ensure a pleasant work environment.

**REVISION OF POLICY**

- The policy should be changed and adapted according to the applicable legislation, as informed per official circular sent by the Education Department to schools.
- The evaluation should indicate whether any changes should be made to the policy at a specific school to comply with the existing legislation.

This policy has been adopted:

Date	Place
EDUCATORS:	_____ _____ _____ _____
PRINCIPAL:	_____
CHAIRPERSON (SGB):	_____