Policy Rationale
- CCAE recognises the danger smoking and passive smoking causes to health, as well as the need for the CCAE and its staff to provide positive role models to students.
- Consequently, for the protection of staff and students, smoking is not permitted within any area of the school property by students, staff or visitors.

Policy Aims
- To ensure that all students are made aware of the dangers of smoking.
- To ensure that a fair and reasonable process for responding to incidents of smoking is developed, understood and consistently followed.

Procedure – Responsibility
- Smoking and passive smoking is dangerous to the health of employees and students.
- The Occupational Health and Safety Act 1985, requires employers to provide a safe work place, and as far as practical, without risks to health. Consequently, smoking is not permitted in any area of the school property, nor at any school related activity or function, by students, staff or visitors. Failure by employees to comply with the Act is an offence.

Procedure – Staff Smoking
- As CCAE is an adult education facility, staff members and students who wish to smoke can smoke outside of the school property within the view of students.
- Informed choices about smoking will feature amongst the harm minimisation strategies employed in CCAE’s Individual Schools Drug Education Strategy (ISDES), and our “Saying No To Drugs” program will include sections relating to peer pressure and smoking.
- No Smoking signs will be erected at prominent places within CCAE.

Procedure – Consequences for Violation of Policy
A combination of counselling and disciplinary measures will accompany any incidents of smoking. They include:

First Offence: Reminder of No Smoking policy on school property  
               Counselling regarding anti-smoking education.

Second Offence: Parent Contact, Suspension and counselling.

Third Offence: Removal from CCAE programs and possible referral to Youth Connections if aged between 13 and 19 years of age.

Evaluation
This policy will be reviewed bi-annually.