



ALAWA PRIMARY SCHOOL

SMOKE FREE PREMISES POLICY

TITLE OF POLICY: Smoke Free Premises Policy

EFFECTIVE DATE: August 2025

REVIEW DATE: 2027

TARGET AUDIENCE: All staff (including relief and volunteers), students, parents and carers, visitors, contractors and external facility users

1. POLICY

Alawa Primary School is committed to providing a safe, healthy and inclusive environment for everyone in our school community. To support this, the school is a smoke-free premises in accordance with the *Tobacco Control Act 2002* and the Department of Education's Smoke-Free Premises Policy.

Smoking, including vaping and the use of electronic cigarettes, is not permitted:

- In any building or outdoor area of the school
- Within 10 metres of any entry point or school boundary
- During school-related activities or events, including those off-site
- By any external party using or hiring school facilities

This applies to all school grounds, including:

- The main school buildings
- The Preschool
- The Farm
- The Oval
- Carparks, pathways, gardens and all surrounding outdoor spaces

2. EXEMPTION AREA (DESIGNATED SMOKING SPACE)

Alawa Primary School holds a current exemption under section 11(1) of the *Tobacco Control Act 2002*.

- The designated smoking area is the Greenhouse at the front of the school
- Access is limited to staff only
- The location meets all legislative requirements:
 - It is outdoors and not in a common access area
 - It is at least 2 metres from doors and 3 metres from air inlets
 - It is not visible to or accessible by students
 - It is not located near any school buildings

A formal secret ballot of all staff is conducted annually at the start of Term 1. The result determines whether this exemption continues. The outcome is reported to School Operations by Week 5, Term 1 each year.

3. BUSINESS NEED

This policy helps Alawa Primary School meet its legal obligations and:

- Protect students and staff from second-hand smoke exposure
- Model positive health behaviours
- Discourage smoking among young people
- Support staff who may wish to stop smoking

4. SCOPE

This policy applies to:

- All students, staff, contractors, volunteers, parents and carer, and visitors
- Anyone attending school events, programs, or functions on school grounds
- Any external group or organisation using or hiring school facilities

5. ROLES AND RESPONSIBILITIES

Principal will:

- Ensure 'No Smoking' signs are clearly displayed at all main entries and school boundaries
- Conduct an annual staff secret ballot by Week 5, Term 1 to determine continuation of the designated smoking area
- Approve or deny an exemption based on ballot results and compliance with NT requirements
- Report the ballot outcome to School Operations
- Ensure external facility hirers are aware of and comply with this policy
- Respond to any policy breaches in line with the Trespass on School Premises Guidelines

All Staff will:

- Comply with and promote this policy
- Politely remind anyone seen smoking in non-permitted areas to move or stop
- Direct concerns or ongoing breaches to the Principal

School Operations (Department of Education) will:

- Provide guidance and reminders regarding the annual exemption ballot
- Maintain a register of all schools with or without designated smoking areas

6. RELATED POLICY, LEGISLATION AND DOCUMENTS

- [Tobacco Control Act 2002 \(NT\)](#)
- [Tobacco Control Regulations 2002](#)
- [Education and Care Services \(National Uniform Legislation\) Act 2011](#)
- [Community Use of School Facilities – Policy and Guidelines](#)
- [Trespass on School Premises Guidelines](#)
- [NT Department of Education – Smoke Free Premises Policy](#)
- Quitline: 13 78 48 | www.quitnow.gov.au

7. EVALUATION

This policy will be reviewed annually in Term 3 to ensure compliance and relevance. Evaluation methods include:

- Staff feedback on policy implementation
- Reporting from School Operations
- Incident tracking of policy breaches
- Feedback from community facility users

8. COMMUNICATION AND AWARENESS –

To ensure all members of the school community understand and support this policy:

- The policy is shared at staff induction and included in the staff handbook
- Facility hirers receive written notice of this policy in booking agreements.
- Parents are informed via handbook, newsletters and the school website.
- ‘No Smoking’ signage is placed at all entries and key access points.
- Language and accessibility needs are considered in policy communication

9. DEFINITIONS

SCHOOL GROUNDS	Includes the land area up to the boundaries. Entry and boundary area • an area within 10 metres of the gate or similar entry point to the place; and • if there is a boundary to the place, or a boundary is indicated by signage including “No Smoking” signs, an area within 10 metres of the boundary.
ELECTRONIC CIGARETTES	Devices that deliver nicotine and other chemicals to the user via an aerosol vapour. The devices are designed to simulate the act of smoking tobacco cigarettes but do not involve the burning of tobacco. Non-nicotine products are also available. A range of names are used to describe the products, including electronic nicotine delivery systems (ENDS), e-shisha, e-cigars, e-pipes, e-Hookas, hookah-pens, vape-pipes and e-cigs.
SCHOOL	Includes Preschool, Farm and Oval
GREENHOUSE	Refers to the unused, shade cloth-covered structure located at the front of the school, previously used as a greenhouse. It is now disused, not maintained for educational or recreational purposes, and is not accessible or visible to students. This location has been designated as the school’s exempt smoking area in accordance with the Tobacco Control Act 2002.