



1.9 Smoking and Vaping Free Procedures

Linked Policy: Health, Safety and Wellbeing

Classification: Health, Safety and Wellbeing

Applies to: All Kaimahi

Approved by: Chief Executive

Date Approved: September 2026

Next Review Date: September 2027

Purpose:

To promote an environment that is safe and healthy for children, employees and visitors by protecting against smoke and vaping emissions; and to promote a positive example to children and to reduce the risk of fire.

Te Ao Māori Considerations:

Uphold manaakitanga by responding with respect and compassion. Communicate in a culturally responsive way and involve the Pou Ahurea if additional support is needed.

Roles and Responsibilities:

Role	Responsibilities
Kindergarten Leader / Person Responsible	Ensure Smoke and Vape Free signage are visible. Inform potential hirers of the kindergarten of the smoke and vape free status of the kindergarten.
Kaimahi	Inform anyone smoking or vaping within the kindergarten grounds of the legal requirement for the grounds to be smoke and vape free

Smoking and Vaping

- Under **Section 7A of the Smokefree Environments and Regulated Products (Vaping) Amendment Act 2020** (the Act), smoking or vaping is not permitted at any time in or within sight of the Association's buildings or grounds.
- Signage that indicates the service is a smoke-free and vape-free environment must be prominently displayed near or in every entrance to the kindergarten and at every exit from the kindergarten premises (such as gates).
- Smoking or vaping is not permitted by any employee or whānau when on excursions or attending kindergarten events.
- No employee or whānau shall smoke or vape within the view of the children at any time.
- Complaints in relation to this policy shall be made in accordance with The Act and dealt with in accordance with Kaitiaki Kindergartens complaints procedure.

Notification to whānau

- Whānau shall be made aware of The Act on enrollment of their child at kindergarten.

