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No Smoking Policy

Reviewed	April 2026
Reviewed by	Principal, Vice Principal, SLT, Inclusion Head and Student Safeguarding Team
Next Review	April 2027

1. Purpose

Global Indian International School (GIIS), Abu Dhabi is committed to providing a healthy, safe, smoke-free and vape-free environment for students, employees and visitors. This policy establishes prevention, enforcement, reporting and monitoring arrangements consistent with the ADEK School Health and Safety Policy, Section 3.3 (Smoke-free campus), the ADEK School Student Behavior Policy, and applicable UAE and Abu Dhabi requirements.

2. Scope

- Applies to all students, teaching and non-teaching staff, school leaders, parents, visitors, service providers.
- Covers all indoor and outdoor areas of the campus, including entrances, corridors, toilets, playgrounds, sports facilities, parking areas, service areas and school vehicles/buses.
- Applies at all times, including before and after school, weekends, holidays and school-hosted events; applies to school-supervised offsite activities and transport.

3. Policy Statement

Smoking and vaping are strictly prohibited in all covered areas. GIIS will not establish or permit any designated smoking or vaping area on school premises. The prohibition applies regardless of whether students are present. All members of the school community must comply with displayed notices and instructions from authorized staff.

4. Prohibited Products and Conduct

- Smoking cigarettes, cigars, pipes, shisha/hookah or other combustible tobacco products.
- Using e-cigarettes, vapes, electronic nicotine delivery devices, heated-tobacco devices and similar products, including nicotine-free devices.
- Student use, promotion, possession or distribution of tobacco-derived products including lighters and pipes, on campus, on school buses or during school activities offsite.
- Sale, supply, advertising, promotion or sponsorship of tobacco or vaping products on school premises.
- Discarding smoking or vaping waste on school premises.

5. Prevention and Awareness

- Display visible “NO SMOKING / NO VAPING” signs at gates, reception, common areas, staff facilities, parking and bus zones.
- Communicate policy through staff induction, student orientation, parent communications, visitor instructions.
- Deliver age-appropriate education about tobacco, vaping, second-hand smoke, health risks and refusal skills through relevant wellbeing and curricular programmes.
- Offer confidential counselling and appropriate referrals to students who need assistance.

6. Reporting and Immediate Response

Any staff member who observes or receives a report of smoking/vaping must intervene safely, stop exposure where possible, and promptly inform the Section Head or Principal. Student-related concerns must also be referred to the designated safeguarding personnel; environmental hazards must be referred to the OSH Officer.

- Ensure immediate safety. Refer respiratory distress, suspected poisoning, burns or other medical concerns to the school clinic and emergency services as appropriate.
- Record date, time, place, observed conduct, persons involved, witnesses, immediate measures and follow-up in the appropriate confidential incident register.
- Do not conduct invasive searches. Handling, securing or confiscating devices must comply with applicable law, safeguarding procedures and ADEK behaviour requirements.
- Escalate suspected illegal supply, child protection concerns or other reportable incidents to ADEK and/or competent authorities when required by applicable reporting rules.

7. Student Misconduct and Corrective Action

School Student Behavior Policy identifies using, promoting, possessing and/or distributing tobacco or tobacco-derived products and paraphernalia (including shisha, e-cigarettes/vapes, lighters and pipes) on school premises, on the bus or during offsite school activities as a LEVEL TWO OFFENCE. The school will

follow the disciplinary procedures as per Student Behavior Policy.

7. Staff, Visitor and Contractor Violations

- Staff: refer breaches to the Principal and HR for proportionate action under the employment framework and professional conduct requirements.
- Visitors, parents and contractors: instruct the person to stop immediately; where necessary, request that the person leave and escalate repeated or serious noncompliance.
- Security and Facilities: report recurring breaches and environmental risks, and coordinate corrective actions without placing students or staff at risk.

8. Incident Response Sequence

1. Identify the concern and stop exposure safely.
2. Assess immediate health and fire risks; involve clinic/emergency services if needed.
3. Notify Principal/Section Head, safeguarding lead (student incidents) and OSH Officer (site hazards).
4. Record objective facts securely; notify parents when appropriate.
5. Assess behaviour classification, safeguarding needs and appropriate support.
6. Implement approved behaviour/HR/visitor response and external reporting if required.
7. Review corrective measures, monitor recurrence and formally close the incident.

9. Roles and Accountability

- Principal / Governing Authority: ensure implementation, resources, oversight, approval and periodic review.
- Vice Principal / Section Heads: ensure student awareness, consistent application, parent communication and follow-up.
- OSH Officer / Facilities / Security: maintain signage, include smoking/vaping checks in routine inspections and risk registers, and maintain corrective-action records.
- Safeguarding Team / Counsellor / School Clinic: evaluate student wellbeing, medical risks and confidential support or referrals.
- All employees: act as positive role models, comply with the prohibition and report concerns promptly.
- Parents, visitors and contractors: comply with restrictions and cooperate with school instructions.

10. Monitoring, Records and Review

The school will maintain an approved policy, communication and acknowledgement evidence, signage inspection logs, staff induction records, student awareness records, incident reports, parent communications where applicable, corrective-action tracking and annual review minutes. Records will be retained and accessed in line with the ADEK School Records Policy and applicable confidentiality requirements.

This policy will be reviewed at least annually and earlier following a significant incident, regulatory change or relevant ADEK circular.



Dilip Kumar
Principal
Global Indian International School, Abu Dhabi.