



Anti-Vaping / Electronic Smoking Policy

Version	Document Title	Status	Author	Approved by	Date	Reviewed on	Next Review Date
0.1	Anti-Vaping / Electronic Smoking Policy	Final	Phase Leaders	Principal/ Vice Principal	December 2025	July 2026	July 2027
Regional Director		Principal		Vice Principal			
Head of Foundation Stage		Head of Primary		Head of Secondary			

(Aligned with KHDA Guidelines for Combating Electronic Smoking in Private Schools – Dubai)

Purpose and Commitment

Newlands School Dubai is committed to providing a **safe, healthy, and risk-free learning environment**, in accordance with KHDA's directives to combat electronic smoking among students. The school recognises the proven physical, emotional, and environmental harms of vaping and acknowledges its duty to protect students' wellbeing. (Reference: KHDA Introduction – risks to health and school environment)

Scope

This policy applies to:

- **All students, staff, visitors, contractors, and parents** on school grounds.
 - **All school buses and transport services.**
 - **All school-sanctioned events**, trips, celebrations, and off-site activities.
- (Reference: Mandatory prohibition inside school, buses, events)

Definitions

- **Electronic Smoking Devices (ESDs):** Includes vapes, e-cigarettes, e-shisha, heated tobacco devices, disposable vapes, vape pens, and any accessory or refill.
- **Possession:** Having an ESD on one's person, bag, locker, or belongings, regardless of intent.
- **Use:** Inhaling, exhaling, or activating an electronic smoking device.

Policy Statement

Complete Prohibition

The school **strictly prohibits**:

- Use or possession of any form of electronic smoking device.
 - Sale, distribution, or exchange of vaping materials.
 - Use of such devices by **students or adults** in the school premises, buses, and school events.
- (Reference: Prohibition and behavioural policy requirements)

Policy Requirements Aligned with KHDA Guidelines

A. School Policy Actions

A1. Updated School Policies

The school will:

- Update behavioural policy to explicitly include **prohibition of vaping**, consequences, and required support pathways.
 - Incorporate anti-vaping rules into student handbooks, pastoral guides, operational policies, and staff manuals.
 - Communicate updates to staff, students, and parents every term.
- (Reference: mandatory policy updates and dissemination)

A2. Signage and Environment Controls

- Install **prominent anti-vaping signage** in corridors, toilets, staircases, outdoor areas, and buses.
- Conduct **monthly facilities checks** to ensure signage is maintained.
(Reference: *signage requirements and monthly verification*)

A3. Reporting and Anonymous Channels

- Introduce a **reporting tool** (digital or paper) for students, staff, or parents to report concerns.
- Provide an **anonymous channel** for confidential reporting.
(Reference: *reporting tools and anonymous channels*)

A4. Annual Policy Review

- Review school anti-vaping policy **every academic year**, documenting changes and justifications.
- Ensure alignment with KHDA standards during compliance inspections.
(Reference: *mandatory annual review*)

B. Awareness & Prevention Strategies (For Years 6–13 as required by KHDA)

B1. Curriculum Integration

The school shall:

- Develop and deliver **annual curriculum units** (in Science / Health Education) addressing:
 - Risks of vaping
 - Social influences
 - Addiction and long-term harm
- Integrate vaping awareness into Quality of Life and Wellbeing programmes.
(Reference: *curriculum and dual-programme integration*)

B2. Workshops and Assessments

- Conduct **at least one awareness workshop per year** for students.
- Survey students to measure understanding and impact.
(Reference: *mandatory workshop and evaluation*)

C. Student Engagement

C1. Student Ambassadors

- Select and train a group of **Student Anti-Vaping Ambassadors**.
- Ambassadors will lead **at least two schoolwide student-driven initiatives per year** (assemblies, campaigns, peer-group discussions).
(Reference: *student leadership strategies*)

C2. Student Council Integration

- Include vaping prevention initiatives in the **Student Council annual action plan**.
(Reference: *Council-level inclusion*)

D. Parent Engagement

D1. Parent Workshops

- Deliver **at least two parent workshops per year**, in multiple languages where necessary.
- Maintain records of attendance and feedback.

(Reference: two mandatory parent workshops annually)

D2. Regular Communication

- Issue **monthly awareness messages**, newsletters, or digital content on vaping prevention.
- Maintain culturally sensitive communication in languages spoken in the community.

(Reference: periodic messaging and multilingual communications)

E. Early Intervention & Support

E1. Staff Training

- Conduct **at least one annual training session** for all staff on early warning signs, referral procedures, and response protocols.

(Reference: required training sessions and competency checks)

E2. Referral Pathway

- Implement a **tiered, documented support and referral pathway**, including:
 1. Teacher/Supervisor concern raised
 2. Counsellor screening and wellbeing assessment
 3. Parental meeting and support plan
 4. Escalation to safeguarding or medical services where needed

(Reference: structured referral tracks)

E3. Supportive Approach

- Emphasise education, counselling, and behaviour modification over punitive action for first-time cases, unless safety is compromised.

(Reference: balance between discipline and support)

F. Data Management & Compliance

F1. Incident Recording

The school will maintain accurate internal records for:

- Possession
- Use
- Suspicion
- Referrals or counselling sessions

(Reference: requirement to document all forms of incidents)

F2. Reporting to KHDA

- Submit reports via KHDA's authorised platform (when activated) for all vaping-related incidents.
(Reference: mandatory KHDA incident reporting)

F3. Compliance Audits

- Conduct **internal audits each term** to verify implementation of preventative strategies, staff training, signage, reporting logs, and parent engagement.
- Present findings to SLT and Board of Governors.
(Reference: compliance checks and audit readiness)

F4. Data-Driven Improvement

- Each term, analyse incident trends and revise strategies accordingly.
(Reference: data analysis requirements)

Procedures for Handling Violations

A. If a Student Possesses or Uses a Device

- Immediate confiscation
- Completion of incident form
- Parent notification
- Counsellor meeting and support plan
- Behaviour record updated
- Escalation for repeated breaches

B. For Adults (staff, parents, visitors)

- Immediate directive to stop use
- Formal warning for staff through HR
- Visitors who violate the policy may be asked to leave
- Contractors violating rules reported to their employer

Monitoring and Review

- Policy reviewed annually in alignment with KHDA updates.
- Adjustments made based on incident analysis, stakeholder feedback, and inspection outcomes.

Responsibilities

- **Principal:** Overall enforcement and reporting to KHDA.
- **SLT & Safeguarding Team:** Implementation, training, and monitoring.
- **Teachers:** Reporting, awareness, and supervision.
- **Parents:** Reinforcing expectations at home.
- **Students:** Upholding a safe, healthy school environment.