

CATEGORY: Health & Safety Policies and Procedures	DATE: November 2016
SUBJECT: Smoking Policy	REVIEWED: August 2026
APPROVED BY: Shemina Ladak, Executive Director 	

POLICY STATEMENT

Centennial Infant and Child Centre (CICC) is committed to providing a safe, healthy, and smoke-free environment for children, families, staff, students, volunteers, contractors, and visitors.

In accordance with the Smoke-Free Ontario Act, 2017, smoking and vaping are prohibited throughout the Centre at all times, whether or not children are present. CICC also prohibits smoking and vaping anywhere on CICC property.

PURPOSE

The purpose of this policy is to:

- Protect children, families, staff, students, volunteers, contractors, and visitors from exposure to second-hand smoke and vapour.
- Ensure compliance with the Smoke-Free Ontario Act, 2017, and applicable regulations.
- Establish clear expectations regarding smoking and vaping at CICC.
- Promote a healthy and safe environment for everyone at CICC.

SCOPE

This policy applies to all staff, students, volunteers, families, contractors, visitors, and any other person attending or working at CICC.

POLICY

Smoking and vaping are prohibited:

- Inside the CICC building.
- Anywhere on CICC property.
- During CICC programs and activities while staff, students, or volunteers are supervising children.
- In any other location where smoking or vaping is prohibited by law.

This prohibition applies at all times, whether or not children are present.

DEFINITIONS

Smoking: Includes smoking tobacco, cannabis, or any other substance.

Vaping: Includes using an electronic cigarette or other vaping device, regardless of the substance used.

CICC Responsibilities

CICC shall:

- Post and maintain required Smoke-Free Ontario signage at the entrances and exits of the Centre and in other locations as required by legislation.
- Ensure that ashtrays and other smoking receptacles are not provided or permitted anywhere on CICC property.
- Inform staff, students, volunteers, families, contractors, and visitors of this policy.
- Take reasonable steps to ensure compliance with the Smoke-Free Ontario Act, 2017 and this policy; and
- Address any reported or observed non-compliance with this policy.
-

Any individual who does not comply with this policy may be asked to stop smoking or vaping and leave CICC property. Where applicable, violations may also be subject to enforcement under the Smoke-Free Ontario Act, 2017.

PROCEDURES

Staff shall:

- Advise any individual observed smoking or vaping at the Centre or on CICC property that smoking and vaping are prohibited.
- Request that the individual immediately extinguish the smoking material or stop using the vaping device.
- If the individual wishes to smoke or vape, request that they leave CICC property.
- Notify the Manager, Executive Director or designate if the individual refuses to comply.
- Document repeated or significant incidents, where appropriate.

TRAINING AND COMMUNICATION

This policy shall be reviewed with:

- All staff before commencing employment and annually thereafter.
- Students and volunteers before commencing their placement.
- Families upon enrolment.
- Contractors and visitors, as required.

Smoke-free and vape-free signage shall be posted and maintained in accordance with legislative requirements.

POLICY AND PROCEDURE REVIEW

This policy and procedure will be reviewed and signed off by all staff prior to commencing employment at CICC, annually thereafter, and whenever changes are made.

The review will be documented on the CICC Policy Review Form. A hard copy will be retained in the individual's personnel file for a minimum of three years.

REFERENCES

- Smoke-Free Ontario Act, 2017.
- Child Care and Early Years Act, 2014 (CCEYA), and Ontario Regulation 137/15.