

SOUTHWEST HRA HEAD START

Section: Administration
Subject: Tobacco Free Environment
Revised: February 27, 2003

REGULATION:

DHHS, ACF 4184-01: Effective March, 1994, all agencies which provide educational services to children under age 18 years and which receive federal funding must provide a smoke-free environment for those children.

POLICY:

Southwest HRA will provide a tobacco-free environment for staff, children and participants. This includes both smoking and use of smokeless tobacco (i.e., snuff, chewing tobacco). This policy applies to both employees and participants of Southwest HRA.

Southwest HRA will serve as an example to other child care and community agencies. Southwest HRA staff and volunteers will serve as role models by not using tobacco in the presence of children, parents, and participants.

DEFINITION

1. There will be no tobacco use in any Head Start Center/Classroom.

- a. The decision to provide or not provide designated smoking areas outside the building will be at the discretion of the Head Start Director, with approval from the Executive Director. In public schools, the principal will designate the smoking area, if any.
- b. The designated smoking area will be located out of children's sight, away from main entrances to the building, and at least 20 feet away from the building.
- c. All smoking trash, including cigarette butts and matches, will be extinguished and disposed of in appropriate containers. Family Case Managers will ensure periodic clean-up of the designated smoking area. If the area is not properly maintained (i.e., cigarette butts on ground), it will be eliminated, and smoking will not be allowed on Southwest HRA managed Head Start property.

2. There will be no tobacco use in any Southwest HRA vehicle.

- a. There will be no tobacco use in Southwest HRA vehicles at any time.
- b. There will be no tobacco use in personal vehicles when transporting clients on Southwest HRA authorized business.

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3. **There will be no tobacco use by staff or volunteers when children are present. This includes both indoor and outdoor activities .**
 - a. Field trips, walks, and other off-site activities will be "tobacco-free" to the fullest extent possible. There will be no tobacco use by staff or volunteers during off-site activities. Because of the need to maintain a high staff/child ration during field trips, staff or volunteers will not leave the children for the purpose of a smoke break.
 - b. Southwest HRA staff, parents, and participants will not use tobacco during on-site conferences.
4. **There will be no tobacco use at Southwest HRA functions, except in designated smoking areas.**
 - a. During indoor functions, the designated smoking area will be outside the building away from main entrances.
 - b. During outdoor functions, the designated smoking area will be at least 100 feet away from the activity area.

5. Breaks:

Southwest HRA employees are provided two 15-minute breaks and a one hour lunch break*. Staff will not take breaks for the purpose of tobacco use other than scheduled breaks.

*Southwest HRA Head Start teaching staff eat lunch with the children enrolled in their class.

PROCEDURE

1. Staff will be informed of this policy through signs posted in Agency facilities and vehicles, the Procedures Manual, and orientation and training provided by their supervisors.
2. Volunteers, parents, and participants will be informed through the following methods:
 - a. The policy will be stated in the parent handbook.
 - b. Signs will be posted in Agency facilities and vehicles.
 - c. Signs will be posted on parent bulletin boards at the beginning of the program year and if necessary, at other times during the year.
 - d. Announcements will be made during parent orientation, center committee meetings, and Policy Council training.
3. The Agency will assist staff who wish to quit smoking by facilitating access to approved smoking-cessation programs.