



# No Smoking and E-Cigarette Policy

Revised: June 2015

## Introduction

This policy prohibits smoking, including the use of e-cigarettes or other tobacco products and any references to smoking in this policy include all of the above.

This policy aims to:

- provide an environment where good health is promoted for all
- highlight to all who use this school's site that it is a 'smoke free' environment
- enable the school to tackle smoking-related issues
- raise awareness of the dangers associated with exposure to tobacco smoke and reinforce the school's health education programme
- satisfy section 2(2)(e) of the Health and Safety at Work Etc. Act 1974, which places a duty on employers to provide a working environment for employees that is 'safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work'
- comply with the smoke free legislation under the Health Act 2006, which from 1st July 2007 has placed a duty on 'any person who controls or is concerned in the management of smoke-free premises' to ensure compulsory signage is displayed in the required places and smoking is prevented in all 'enclosed' or 'substantially enclosed' premises take account of the needs of those who are addicted to smoking and to offer an avenue of support for those who wish to stop.

School environment:

- The school site is an entirely smoke free environment. Smoking is not permitted at any time anywhere in the school grounds or in the school buildings including toilets, corridors, staff rooms, car parks and playing fields
- This policy applies to staff, pupils, parents, visitors, work experience students and contractors when they are on the school site.
- Signage may be put up to remind all visitors of the school's smoke free policy.
- Smoking is not permitted during school events held within or outside normal school hours anywhere in the school grounds or buildings.
- Organisations and clubs who use the school premises within or outside school hours are expected to adhere to the school's no smoking policy.
- All transport provided or contracted by the school is smoke free and will display the compulsory signage as required by the Health Act.

- All staff and parent helpers are expected to refrain from smoking on all school trips, activities and events.

#### Securing compliance:

- The teaching staff and governors should be aware of the damage that cigarette smoking and second hand smoke does to health and of the nature of tobacco addiction.
- Staff will ensure smoking-related topics are adequately incorporated into class teaching for each Key Stage.
- Activities around smoking in schools should complement a community-wide programme of action. Messages should be consistent with and support each other.

#### School Staff:

- Staff are not permitted to smoke anywhere on the school site.
- Staff are requested not to smoke in view of pupils during school hours (or just before/after) even if they are not on the school site in order not to portray smoking as acceptable and particularly since they may be viewed as role models by children.
- Staff will not smoke in front of pupils during school trips, activities and events.
- Details of the NHS Stop Smoking Service will be available to those staff who wish to quit.
- A copy of this policy will be available to all on our school website.
- Breaches of this policy by staff will be regarded as gross misconduct.
- A list of suggested steps to deal with someone smoking in breach of this policy is attached.

#### Parents and adult helpers:

- Parents/adult helpers will be reminded that the school site is a smoke free environment.
- Parent/adult helpers are not permitted to smoke anywhere in the school grounds.
- Parents are discouraged from smoking at entrances and exits to the school site whilst delivering or collecting their child to avoid portraying smoking as acceptable to children and young people.
- Parents/adult helpers will be instructed to refrain from smoking when assisting on any school trips, events or activities.

Contractors, visitors and other users of the school site:

- Contractors, visitors and users of the school site are not permitted to smoke anywhere on the school site.
- Contractors and users of the school site will be informed of the school's no smoking policy during the making of arrangements to carry out work or use the school site. Adequate signage will act as a reminder.
- Contractors, visitors and users of the school site are discouraged from smoking at exits and entrances to the school grounds, especially in view of pupils, in order not to undermine the school's no-smoking policy or to portray smoking as acceptable.
- Smoking inside work vehicles on site is not permitted.
- Breaches of the school's no-smoking policy by contractors should be reported to the relevant company via the Headteacher or Business Manager.

Monitoring, Evaluation and Review :

- This policy has been devised in full consultation with staff and governors.
- All staff take responsibility for implementing and regularly monitoring pupils, staff and other adults using the school site to ensure compliance.
- Overall responsibility for this policy ultimately rests with the headteacher.
- The headteacher will ensure that compulsory signage is displayed in appropriate places and take steps in accordance with this policy and legislation to prevent smoking in all 'enclosed' and 'substantially enclosed' school premises.
- The school acknowledges that smoking is an addiction and will ensure that adequate support will be made available to those staff who want to quit.
- The headteacher will report annually any unresolved breaches of this policy to the governing body. If there are a number of such breaches, the governing body will review this policy and assess its implementation and effectiveness. This policy will in any case be reviewed every four years.
- This policy is available to view on request and is available on the school website.

HOW TO DEAL WITH SMOKING IN A SMOKE FREE PLACE

Advice for staff and governors:

- Point to the no-smoking signs and ask the person to stop smoking or go outside.
- Inform the headteacher (or deputy headteacher in headteacher's absence)
- Headteacher to inform person that he would be committing an offence if he allowed that person to smoke, and he/she is breaking the law by smoking in a smoke free premises or vehicle, and both parties could be fined. If a member of staff refuses to stop smoking, if any other person refuses to stop smoking.
- Remind that person the new law is to protect staff, children and the public from harmful effects of second hand smoke. Explain that if (s)he continues to smoke, (s)he will be asked to leave the premises.

- If necessary, put into practice your disciplinary procedure for noncompliance with the smoke free policy.
- If (s)he will not leave, implement the normal procedure for anti-social or illegal behaviour on school premises.
- Keep a record of where and when the incident took place, the name of the person and the outcome.

Drafted: June 2015

Signed by Chair of Governing Body: ..... Date:  
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Signed by Headteacher: ..... Date:  
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To review: June 2019