

### School No Smoking Policy

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## 1. Aims

- 1.1.** The School regards itself as a health-promoting organisation. It recognises that its staff act as role models for students in all aspects of school life, including health promotion. In light of the evidence that second hand smoke causes damage to health, this Smoking Policy has been implemented to:
- Protect the staff, students, visitors and contractors from the effects of tobacco smoke;
  - Acknowledge the educational role of the organisation in discouraging children and young people from starting to smoke;
  - Be a health promoting organisation;
  - Raise awareness of the dangers of smoking through the Personal Social and Health Education Programme;
  - Help smokers to quit.

## 2. Purpose

- 2.1.** The purpose of this Smoking Policy is to provide a health and safe working environment for all staff, students, parents, contractors and other visitors.
- 2.2.** The intention is not to confront smokers, but to encourage and help those that wish to give up. The issue is not whether someone smokes but where and when they smoke.

## 3. Policy Statement

- 3.1.** All employers have a duty to ensure, as far as reasonably practicable, the health and safety of their staff. This duty is reflected in legislation which places on the employer the requirement to assess risks to staff's health in the workplace and take appropriate remedial action.
- 3.2.** Smoking is known to be a serious risk to health. It is a significant cause of disease and premature death. In addition, there is now evidence that "passive smoking", the inhaling of



other people's smoke, can cause lung cancer in non-smokers, as well as causing a deterioration of respiratory conditions.

#### 4. Whole School Smoking Ban

- 4.1. This Smoking Policy does not allow any smoking within the boundaries of the school site at any time by anyone, whether students, staff, parents, contractors or visitors, under any circumstances.
- 4.2. It is the responsibility of the Principal to enforce the policy at all times and to advise staff and students and ensure that visitors to the site comply with these arrangements.
- 4.3. Any contractor employed on site will be made aware of the ban before work is undertaken.
- 4.4. Smoking is not permitted by any group hiring the school premises for functions or regular lettings and this would be written into any hire agreement.

#### 5. Support for Staff

- 5.1. The Governing Body recognises that staff who smoke may need support either to give up smoking or help control their smoking.
- 5.2. The School will make available to staff the NHS Smoking Helpline number for free advice.

#### 6. Staff Co-operation

- 6.1. Staff are not allowed to smoke in the presence/sight of students or parents. This includes trips outside of school hours.
- 6.2. Staff are not allowed to smoke on school premises.
- 6.3. All new and prospective staff to be advised of the restrictions and rules regarding smoking at work through advertising material, the interview process and induction.
- 6.4. Information will be included in the school prospectus and website.



- 6.5. This Smoking Policy will be incorporated into the standard terms and conditions of employment for all staff.
- 6.6. It is anticipated that all staff will comply with the Smoking Policy. In circumstances where there is wilful contravention of the Smoking Policy, steps may be taken to invoke disciplinary procedures.

## 7. Outside Agencies Using the School Premises

- 7.1. The School Smoking Policy applies to all social events.
- 7.2. When events are booked, individuals are made aware of the Smoking Policy.

## 8. Student Co-operation

- 8.1. Smoking among students during school hours is not permitted.
- 8.2. Smoking among students on school visits or trips is not permitted.
- 8.3. Smoking in school uniform, whether in school hours or out of school hours, is not permitted.
- 8.4. Help will always be provided to those students who want advice.
- 8.5. Students caught smoking will be put on a register of smokers and a disciplinary programme will be followed;
  - Referral form completed;
  - Interventions by Curriculum Lead;
  - Loss of privileges over free time;
  - Awareness session on the dangers of smoking;
  - Letter home to parents (where deemed appropriate);
  - Details on support stop smoking services through leaflets and posters provided;
  - Referral to a drop in session with the school nurse;
  - Repetition or refusal to comply may result in fixed term exclusion.



## 9. Parents

- 9.1.** Parents will be informed of this Smoking Policy and any changes thereto through newsletters and other forms of communication.

## 10. Signage

- 10.1.** Clearly worded signs will be sited at the gates, entrance(s) and in prominent positions throughout the school premises.

## 11. Review

- 11.1.** The School Smoking Policy will be monitored annually by the School's Senior Leadership Team in consultation with staff and a report made to the Governing Body.

