




Bishop Wilkinson

Catholic Education Trust
Through Christ, in Partnership

No Smoking Policy

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Signed by Trust Chair	
Statutory Policy	No
Required on Website	No
Review Period	3 Years
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Reviewed by	Director of Estates

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INTRODUCTION

This policy provides guidance for members of the Trust community on why we are smoke free. It has been developed with the need to protect the whole school community so that everyone can learn and work in a smoke free environment. The policy applies to everyone using the premises (including all grounds and buildings) for any purpose, at any time. Further, due to the impressionable nature of young people and the requirement to ensure that each school is viewed in a positive light within the local community, the policy also applies to the immediate vicinity of the schools, defined as 'within sight of the boundary fence'.

The prohibition of smoking also applies during related school activities undertaken outside school premises e.g. Educational Visits.

"Smoking" refers to smoking tobacco or anything which contains tobacco or smoking any other substance. For the purposes of this policy smoking also refers to the smoking or vaping of electronic or e-cigarettes or cigalikes. It is our intention to project a clean and healthy image for our premises and our students. The less smoking or vaping appears as a normal behaviour to students, the less likely they are to start to smoke.

In enforcing the statutory ban brought under the Health Act 2006, the Trust's prohibition on smoking in enclosed public and workplaces is extended, in this policy, to using electronic cigarettes, otherwise known as 'vaping', within all school grounds and premises.

AIMS OF THE POLICY

This policy aims to achieve a healthy and safe working environment for all employees and enhance the public image of the Trust. The Trust reaffirms its continuing responsibility for ensuring, so far as is reasonably practicable, the health, safety and welfare of all its employees whilst at work and is committed to ensuring that a non-smoking environment will be the norm for all stakeholders.

Under Health and Safety legislation, the school has a legal responsibility to protect the health and safety of everyone in the workplace. There is increasing evidence of the detrimental effects of passive smoking on non-smokers and the school has introduced measures to protect non-smokers from the effects of tobacco smoke. As part of the Induction process, new staff should be told about this policy and be advised that a copy is available on the Trust's website.

Through this policy the Trust and in turn each school will ensure compliance with the Health Act 2006 which form the statutory instruments prohibiting smoking at work premises. These regulations came into force on 1st July 2007.

The primary aim is to secure a smoke/vapour-free workplace, thus minimising the effect of tobacco smoke or e-cigarette vapour within the school environment. Employees will not be permitted to smoke/vape during working time, only in the employee's own time away from the school premises. We want to create a whole-school approach to tobacco and E-cigarettes in order to prevent the uptake of, and reduce the prevalence of, smoking across the whole school community.

OBJECTIVES

The objectives of the policy are:

- To provide a smoke free school environment for everyone.

- To protect the health of all staff, students, visitors and contractors when visiting the school buildings or using our facilities.
- To ensure that all school staff, Governors, visitors and contractors are role models for our children and young people with regard to not consuming tobacco on, or within sight of the school.
- To protect staff, students and all visitors from the hazards of second-hand smoke inhalation whilst at the school.
- To provide children and young people with consistent information about tobacco and E-cigarettes (including health effects, legal, economic and social aspects of tobacco and E-cigarette's use) throughout the curriculum.
- To provide interventions that aim to prevent the uptake of smoking as part of PSHE.
- To involve the wider school community in interventions to prevent smoking uptake in children and young people, for example, by encouraging them to become involved in homework assignments.
- To provide opportunities for those who smoke and wish to stop through discussions with our First Aiders and staff.

RATIONALE

- Smoking is a large cause of preventable morbidity and premature death in England.
- The earlier children become regular smokers, the greater risk of developing life-threatening conditions, such as lung cancer or heart disease, if they continue smoking into adulthood.
- The process of becoming a regular smoker is not always constant – children and young people may stop and start the habit on a number of occasions before they come to identify themselves as someone who smokes.
- Smoke free schools and non-smoking staff provide positive role models for children and young people and contribute to the development of a health-promoting school.

RESPONSIBILITIES OF EACH SCHOOL

Headteachers must ensure that all stakeholders, are aware of this policy and understand its implications. Signage should be in place to inform visitors and contractors to Trust schools about the smoke free policy and respond appropriately to individuals who do not comply with the request to refrain from smoking. Compliance with this policy is to protect employees, students, visitors and contractors from the dangers of environmental tobacco smoke.

Any infringement of these rules by an employee or student may result in appropriate disciplinary action, which will be dealt with in accordance with the disciplinary procedure. Employees are also reminded that it is a criminal offence for employees to smoke in enclosed public places.

RESPONSIBILITIES OF EMPLOYEES

All employees must ensure that they are familiar with the contents of this policy document, and that they comply with it.

POLICY IN OPERATION

No member of staff employed by the Trust will be permitted to smoke whilst on-duty or representing the organisation. Staff are only permitted to smoke whilst off-duty e.g. official breaks such as lunch breaks, however staff must leave the school premises in order to do so. Smoking/vaping breaks are not permitted during paid working time.

- Smoking is not permitted in any part of the Trust's/school's premises and grounds including the entrance area to the school/building or on land adjacent to the school/building (e.g. car parks, garden areas, walkways, playgrounds, playing fields etc.).
- There will be no designated smoking areas provided within the school buildings or grounds.
- This policy applies to students, all employees, parents, visitors, members of the public, contractors, agency staff or others working or using the school's premises or vehicles.
- The smoke free policy will apply to all activities held in the school including before and after school sessions and any meetings organised which are attended by employees as part of their work and/or visitors to such meetings/events.
- Students, employees, official visitors, contractors or others working or using the schools' premises or vehicles are not allowed to smoke within sight of the school's boundary fence.
- Employees who do smoke/vape in their own time are encouraged to minimise their identity as an employee; for example, badges, uniform and logos should be covered up.
- Employees and other individuals representing the school must also be aware of their responsibilities when working away from the school buildings and grounds.
- Where school premises are used for purposes other than school related activities, the school smoking policy will still remain in operation.
- The prohibition of smoking will apply during related school activities undertaken outside school premises, e.g. Educational Visits.

Notices will be displayed in buildings informing staff, visitors, members and service users that the building and/or designated area is smoke free.

If a visitor or contractor on the premises is found smoking, they will be asked to cease immediately. Should they not do so, the Headteacher (or another member of the school Leadership Team if the Headteacher is unavailable) should be notified immediately. It would be reasonable under these circumstances for the individual to be required to leave the premises and, if on official business, for their employer to be notified of the reasons why.

VEHICLES

The smoking policy will apply to all school owned/hired/leased vehicles, as well as private vehicles when used for carrying students or staff on school business. Please note, this is a statutory requirement. Each school has a duty to reinforce the smoking legislation on buses used for student transport.

SMOKING CESSATION SUPPORT

The NHS Stop Smoking Service offer programmes of smoking cessation support for staff to include group, individual, behavioural and telephone support. Details of local smoking cessation clinics can be found on the [Quit Smoking NHS website](#).

STAFF TRAINING AND DEVELOPMENT

Training on tobacco and E-cigarettes will be available to staff and those involved in smoking prevention work. This training will be given in conjunction with the school nursing service or other local / national smoking cessation or tobacco education bodies.

SIGNAGE

The Smoke-free (Signs) Regulations 2007 make it a requirement that there should be at least one no-smoking sign at each public entrance to smoke-free premises and that the signage should be displayed in a prominent position. The sign must be at least A5 size and should display a no-smoking symbol (consisting of a burning cigarette enclosed in a red circle and with a red bar across it i.e. the international no smoking symbol). The sign should also state: "No smoking. It is against the law to smoke in these premises" "The words "these premises" can be replaced with another phrase that identifies the premises, for example "this school". It is Trust policy that these signs should also be displayed in the grounds and internally situated car parks that are designated "no smoking". There are fines under the Smoke-free (Penalties and Discounted Amounts) Regulations 2007 for a failure by employers and individuals to comply with the rules relating to smoking.

MONITORING AND REVIEW

The Policy will be monitored and reviewed every 3 years by the Trust Board and amended as necessary by the Local Governing Committee.

This policy will be kept up to date and amended accordingly to reflect any changes in response to revised legislation and applicable standards and guidelines.

