



Smoke Free Policy

(including use of e-cigarettes and nicotine containing products)

May 2017

Approved by the Governing Body Strategy Group 17/05/17

**This Policy is due for renewal in Term 5
2018–19**

SMOKE FREE POLICY

OF

GODINTON PRIMARY SCHOOL

Throughout this policy the term ‘cigarettes’ includes both tobacco based products and e-cigarettes and other nicotine containing products (NCPs) and the term ‘smoking’ refers to both tobacco smoking and vaping / use of NCPs.

SECTION 1 - INTRODUCTION

1.1 General Introduction to the Policy

- Section 2(2) of the Health & Safety at Work etc. Act 1974 places a duty on employers to: ‘...provide and maintain a safe working environment which is, so far as is reasonably practical, safe, without risks to health and adequate as regards facilities and arrangements for their welfare at work.’
- On 1 July 2007 the Health Act 2006 came into effect in England. This new legislation makes provision for the prohibition of smoking in certain premises, places and vehicles. Section 2(2) of the Health Act 2006 states that premises must be smoke free if they are used as a place of work including vehicles. (Further guidance on the Health Act 2006 and the Regulations, associated with this Act, is available at www.smokefreeengland.co.uk)
- Mainstream smoke (breathing other people’s tobacco smoke) and side stream smoke (breathing smoke from smouldering cigarettes) have now been shown to cause lung cancer and heart disease in non-smokers, as well as many other illnesses and minor conditions.
- Whilst it is recognised that there is no current legislation banning e-cigarettes and other NCPs, they remain unlicensed and little is known about the health risks they may cause. E-cigarettes contain liquid nicotine, flavour and other chemicals which is turned into vapour and is inhaled by the user. Our intention is to protect non-smokers from being exposed to these vapours which could be potentially harmful, and may cause safety concerns. Until such time as legislation comes into effect Godinton Primary School will take the position of banning the use of these devices in the workplace.

1.2 Policy Aims

The aims of this policy are:

- To guarantee a healthy working environment and protect the current and future

health of staff, pupils, parents, contractors and other visitors to the school and grounds;

- To give non-smokers the right to work in an environment that is free of tobacco smoke and vapours from e-cigarettes, whilst acknowledging the needs of people who do smoke or use NCP;
- To comply with current Health & Safety legislation and Employment Law;
- To raise awareness of the dangers associated with tobacco smoke.

SECTION 2 – GENERAL PRINCIPLES

2.1 Restrictions on smoking

- Smoking is not permitted in any part of Godinton Primary School – either within any building or outside in any part of the school grounds at all times.
- The smoke free policy will apply to all parts of the premises and grounds that are hired out or used by a third party.
- If staff wish to smoke during their scheduled breaks, then they must do so outside of the school site.
- The smoking and vaping ban does not apply to private homes, however, staff are not permitted to smoke whilst visiting private homes as part of their scheduled duties e.g. reception home visits. Parents are requested to not smoke during visits to their home by members of staff. If however they choose to do so, staff visiting should consider their own health needs and may end the visit.
- Smoking and vaping is not allowed in vehicles owned by Godinton Primary School or by the Godinton Primary School Parent Teachers and Friends Association (PTFA) e.g. school mini bus. Sometimes staff may use their own vehicles for work related activities. The no smoking policy will apply to staff's own vehicles if they are transporting a colleague, parent or pupil in relation to a school activity.
- When attending meetings off site in other establishments, staff must adhere to the smoking policy of the establishment.
- Staff are not permitted to smoke in front of pupils during off site activities. When supervising pupils on educational visits, it may not be possible for staff to be allocated a break in the same way they would during a usual working day at school. Staff who wish to take a smoking break during an offsite visit should discuss this with the group organiser prior to the visit taking place. A smoking break cannot be guaranteed and the supervision of the pupils is paramount.
- Please note that where you see a 'No Smoking' sign this will also mean that you will be unable to use e-cigarettes or vape. Signs are clearly displayed around the school site and within vehicles owned by the school or PTFA.

2.2 Staff

- Staff are not permitted to smoke anywhere on the school site. If they wish to smoke they must leave the school site during scheduled breaks.
- New staff will be informed about the smoke free policy during their induction.

2.3 Visitors

- All visitors (including parents), contractors, delivery drivers etc. are required to comply with the smoke free policy. Visitors will be informed as to the existence of this policy.
- Any visitor to our premises who breaks the conditions of this policy will be asked to stop smoking or vaping, or to leave the premises.

2.4 Pupils

- Pupils are not permitted to bring cigarettes onto the school site or to smoke.
- Pupils are taught about smoking as part of drugs education integrated into the curriculum for PSHE and science. They learn about attitudes to smoking, making choices about smoking and the harmful effects of smoking on health.
- If pupils are caught smoking on the school site, then parents will be informed and appropriate disciplinary action taken. Please refer to the 'Management of Drug Related Incidents Policy' and the 'Behaviour and Discipline Policy' for further information.
- The Family Liaison Officer can help support families with issues relating to pupils smoking.

2.5 Trespassers

- Godinton Primary School will take all reasonable steps to ensure that trespassers do not access the school site, out of school hours, and smoke. If trespassers are found to be smoking on site then information will be passed to Kent Police for them to pursue, as they feel fit. (Information passed to Kent Police is likely to include CCTV footage).

B6 Support for Smokers

- Information on stopping smoking with support from local cessation services will be provided for smokers. Support is available for staff who wish to stop smoking from the organisations below:

- Stop Smoking Kent Helpline – 0800 849 4444, Email kcht.sss@nhs.net, Text: QUIT to 87023, Fax: 01303 858935 or Website: www.smokefreetkent.co.uk
- Action on Smoking and Health (ASH) – offer confidential advice on problems associated with smoking in the workplace. Tel: (0207) 739 5902. Website: www.ash.org.uk
- National ‘Giving Up Smoking’ Helpline is on 0800 1690169.
- If staff are concerned about any matters relating to smoking in the workplace then they should speak to the Headteacher, Deputy Headteacher or Human Resources Manager.

SECTION 3 – IMPLEMENTATION, MONITORING & REVIEW

3.1 Implementation of this Policy

- All staff and volunteers are personally responsible for complying with this Policy. Responsibility for implementing this Policy rests with the Headteacher and Chair of Governors. Day-to-day responsibility for implementation lies with the Headteacher. To ensure that everyone understands that smoking is not permitted, at Godinton Primary School, clear signs are displayed in the required places – as is required by The Smoke-Free (Signs) Regulations 2007.
- This policy will form part of any induction programme for new staff.
- Tenders and contracts will stipulate adherence to this Policy as a contractual condition.

3.2 Disciplinary Action

- Any member of staff refusing to observe this Policy by smoking anywhere in/on the school premises will be liable to disciplinary action in accordance with the school’s disciplinary procedures.
- If pupils, whilst on the school site, are found with cigarettes on their person or found to be smoking them then parents are informed and further action taken in accordance with the school’s Managing Drug Related Incidents Policy and Behaviour and Discipline Policy.
- In the event of a breach of the Policy by a visitor or staff member of other organisations, they should be asked to extinguish all smoking materials and be informed that they must only smoke “off school property”. If they continue to smoke, the matter should be referred to the Headteacher. In the event that staff of other organisations continue to breach the Policy, the appropriate organisation should be advised in writing of the consequences of breaching these requirements.

3.3 Monitoring & Reviewing

- The Headteacher and Governors are responsible for ensuring that this Policy is monitored. Details of any breaches of the Policy should be brought to the attention of the Chair of Governors.
- All school policies have an explicit aim of promoting equality and are reviewed in terms of their contribution and effectiveness in achieving this aim. Please refer to the school's equal opportunities policy for further information.
- This Policy is reviewed every two years.