



Smoke Free Policy

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

May 2025

Approved by the Governing Body Strategy Group 21/05/25

**This Policy is due for renewal in Term 5
2027–28**

SMOKE FREE POLICY

OF

GODINTON PRIMARY SCHOOL

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

SECTION ONE – 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, little is known about the health risks they may cause. Vaping products contain liquid nicotine, flavour and other chemicals which is turned into vapour and is inhaled by the user. In order to protect non-smokers from being exposed to these vapours, which could be potentially harmful, and may cause safety concerns Godinton Primary School will take the position of banning the use of these devices in the workplace and anywhere on the school site. This will be revised if legislation comes into effect

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 TWO – 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.
- The smoke free policy applies to all contractors on site.
- 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 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 are 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. Contractors and 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:
 - Local: NHS Stop Smoking Service
0300 123 1220 www.kenthealthandwellbeing.nhs.uk
 - National: NHS Smokefree Helpline 0300 123 1044 www.nhs.uk/smokefree

- If staff are concerned about any matters relating to smoking in the workplace then they should speak to the Headteacher, or School Business Manager.

SECTION THREE – 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.

SECTION FOUR – MONITORING AND REVIEW

- 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.

SECTION FIVE – EQUAL OPPORTUNITIES

At Godinton Primary School, we are committed to ensuring equality of opportunity for all members of our school community irrespective of race, religion or belief, gender, gender reassignment, disability, sexual orientation, age, pregnancy or maternity, marriage and civil partnership or socio-economic background. We are determined to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and ability to participate fully in school life.

We tackle discrimination through the positive promotion of equality by challenging stereotypes and by creating an environment that champions respect for all. At Godinton Primary School, we believe that diversity is a strength that should be respected and celebrated by all those who learn, teach and visit us.

All school policies have an explicit aim of promoting equality and will be reviewed in terms of their contribution and effectiveness in achieving this aim.