



# Seal

Church of England  
Primary School

## **Non Smoking and e-cigarette Policy**

### **Introduction**

There can be little doubt that attitudes towards smoking in public areas and at workplaces have changed dramatically over the past decade or so, following an increased concern about matters of health and safety generally and associated educational issues. More recently there have been specific concerns over the effects of "passive smoking" and a growing tendency among children and young people to smoke.

Smoking is known to be the principal avoidable cause of premature deaths in the UK. That is why the Government White Paper "Choosing Health: Making healthier choices easier", promises new action to tackle tobacco and reduce the 106,000 deaths in the UK caused by smoking every year (86,500 in England).

From the 1<sup>st</sup> July 2007 all workplaces in England must be smoke free (Health Act 2006 and the Smoke -free (premises and Enforcement) Regulations 2006). From that date it will be a criminal offence to smoke in a smoke - free place.

This Smoking policy has been prepared to assist Governing Bodies in developing policies that are appropriate for their own school whilst recognising the Council's position on this matter.

Kent County Council operates a No Smoking Policy in its workplaces.

### **Aims**

Seal CE Primary School regards itself as a health-promoting organisation. It recognises that its staff act as role models for pupils 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, children and young people, 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;
- to be a health promoting organisation
- raise awareness of the dangers of smoking through the Personal Social and Health Education Programme; and
- help smokers to quit.

## **Purpose**

The purpose of this Smoking Policy is to provide a healthy and safe working environment for all employees, pupils, parents, contractors and other visitors.

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 he or she smokes.

## **Policy Statement**

The Council's maintained schools (Community, Voluntary Controlled, Community Special and maintained Nursery schools) are strongly recommended to adopt this model Smoking Policy. Non-maintained Schools (Foundation and Voluntary Aided schools) may also wish to do so.

All employees have a duty to ensure as far as reasonably practicable, the health and safety of their employees. This duty is reflected in legislation, which places on the employer the requirement to assess risks to employees' health in the workplace and take appropriate remedial action.

At Seal CE Primary School, the discretion to set a smoking policy rests with the Headteacher and the Governing Body. The local Council operates a No Smoking Policy in its workplace.

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.

## **Whole School Ban**

This Smoking Policy would not allow any smoking within the boundaries of the school site at any time, by anyone – employees, parents or visitors, under any circumstances, unless the school has a designated smoking area.

The Governing Body would need to agree to such a ban after consultation with staff. The basis of the ban would be that smoking constitutes a fire risk and is a proven hazard to the health of employees, both smokers and non-smokers, through passive smoking, and as such does not create a healthy environment for the children or staff of the school to work in.

It would be the responsibility of the Headteacher or his/her representative(s) to enforce the policy at all times and to advise employees and ensure that visitors to the site comply with these arrangements.

Any contractor employed on site would be made aware of the ban before work is undertaken. It would be written into service specifications for contractors.

Smoking would not be permitted by any group hiring the school premises for functions or regular lettings and this would be written into the hire agreement.

The school would need to post notices reminding people that this is a smoke free site.

Any staff found smoking on site will in the first instance be given a verbal warning. If found to be in breach of this policy on a further occasion, the warning will become a disciplinary matter.

If any persons are found smoking on school site, the school will automatically be fined £2000.

### **Support for employees**

The Governing Body recognises that staff who smoke may need support either to give up smoking or help control their smoking.

The School will make available to employees the NHS smoking helpline number to get free advice and for information on your nearest Stop Smoking Service on 0800 013 0845.

For staff finding it particularly difficult to adhere to this Smoking Policy, it may be appropriate to seek assistance from an Occupational Health Advisor.

### **Employee co-operation**

Staff are not allowed to smoke in the presence/sight of pupils or parents.

This would include trips outside of school hours.

Staff are not allowed to smoke on school premises. A designated smoking area will be temporarily supplied for 3 months during the notice period.

Staff to be given 3 months' notice of any changes to this Smoking Policy.

All new and prospective employees to be advised of the restrictions and rules regarding smoking at work through advertising material, the interview process and induction.

Information will be included in the school prospectus and website.

This Smoking Policy to be incorporated into the standard terms and conditions of employment for all employees.

It is anticipated that all employees will comply with the Smoking Policy. In circumstances where there is willful contravention of the Smoking Policy, steps may be taken to invoke disciplinary procedures.

### **Outside agencies using the school premises**

The school smoking Policy applies to all social events

When events are booked, individuals to be made aware of the Smoking Policy.

### **Pupils**

Smoking among pupils during school hours is not permitted.

Smoking among pupils on school visits or trips is not permitted.

## **Parents**

Parents to be informed of this Smoking Policy and any changes thereto through newsletters and other forms of communication.

## **Review**

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

## Appendix 1

### Summary of Theme 1.6

“In order to achieve National Healthy School Status Theme1 PSHE a school must have an implemented smoke free policy, or be working towards being smoke free by September 07. It is not necessary to have a separate smoke free policy, if the essential information required is already written into the schools Drug, Alcohol and Tobacco Policy. This policy will be seen as evidence of working towards the PSHE Theme 1.6 of the National Healthy School Status, and also contributes towards meeting the Every Child Matters element of your Ofsted requirements.”

*This must now be read as modified in the light of the Health Act 2006 and the regulations made there under, which requires that from the 1<sup>st</sup> July 2007 all workplaces in England must be smoke free and from that date it will be a criminal offence to smoke in a smoke-free place.*

January 2017

Review date: January 2020

Signed: Chair of Governors