

# SMOKE FREE SCHOOLS POLICY

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**This policy was agreed by SLT and will be reviewed biennially.**

Signed: .....

Date: .....



## **Priory Academy Smoke Free Policy**

### **In association with 'Kick Ash'**

#### **Introduction**

At our school, we take seriously our duty to promote children and young people's wellbeing and their spiritual, moral, social and cultural development (Education and Inspection Act, 2006). We see our commitment to creating a smoke free environment and developing pupil's knowledge, attitudes and skills in decision making around smoking as part of our work on keeping children and young people safe around drugs and managing risk. Accordingly, this Policy compliments our school's Drug Policy.

#### **General Principles**

This No Smoking policy seeks to guarantee non-smokers the right to work on, or visit school premises in air free of tobacco smoke, whilst also taking into account the needs of those who smoke.

#### **Definition**

A drug is any substance which affects how a person thinks, feels or behaves (World Health Organisation). The term includes medicinal, non-medicinal, legal and illegal drugs. Therefore drug refers to nicotine and e-cigarettes as well as alcohol, volatile substances, medicines, illegal drugs and psychoactive substances (legal highs).

#### **Aim**

To ensure a whole-school approach to tobacco in order to protect all members of the school community from the harms of second-hand smoke and to prevent the uptake of, and reduce the prevalence of, smoking across the school community.

#### **Objectives**

- To provide a smoke free school environment for the whole school community.
- To ensure that tobacco education is part of the school's progressive entitlement curriculum of drug education / SMRE (including the health effects, legal, economic and social aspects of tobacco use).
- To promote the Kick Ash 'proud to be smoke free' message to all our children /young people.
- To ensure that all staff promote positive attitudes and behaviour in relation to tobacco.
- To ensure that staff have the knowledge and understanding of policies, procedures and agreed practice to support the implementation of the Smoke Free Policy.
- To involve all staff, governors, pupils, parents/carers and members of the wider school community including outside agencies as appropriate, in the development of policy and practice in relation to tobacco.
- To adopt and support interventions that aim to prevent the uptake of smoking amongst

- pupils, staff, parents/carers and members of the wider school community.
- To ensure that the School's Smoke Free Policy is applied when children / young people are taken off site.

*Smokefree school sites and non-smoking staff provide positive role models for children and young people and contribute to the development of a health-promoting school (School Smoke Free Policy Template UK).*

This includes the use of e-cigarettes (electronic cigarettes) due to the following reasons:

1. E-cigarettes are not yet regulated and we are still unsure about the safety of the product. They are not due for medical regulation until 2016.
2. E-cigarettes look like normal cigarettes. There are potential regulatory issues around enforcing cigarette bans.
3. There are evidence based Nicotine Replacement Therapy products available on prescription if your staff member is trying to quit smoking or having difficulty with nicotine cravings during work hours.
4. Young people may be influenced by adults smoking e-cigarettes. We are hearing anecdotal evidence of young people purchasing e-cigarettes on-line and selling them onto other pupils at school.

### **Providing a smokefree environment**

- This Policy applies to students, staff, parents/carers, members of the public, contractors or others working / using the School premises or vehicles and all vehicles used to transport students.
- Smoking is not permitted in any part of the school's premises and grounds including the entrance area to the school. This Policy will apply equally to future premises at the construction stage of any new building and refurbishment or relocation project.
- There are no designated smoking areas provided within the School buildings or grounds.
- The Smoke Free Policy applies to all events / activities held in the School including before and after school sessions, any meetings organised which are attended by school employees as part of their work and/or visitors to such meetings/events.

### **Smoking prevention activities**

#### **Students**

- Students are not permitted to smoke when in uniform or when representing the School in any capacity. This includes all tobacco products and electronic (e) cigarettes.
- Employees are not permitted to smoke in the view of pupils. Employees who do smoke will be asked to ensure they cannot be seen smoking by students when on duty or on school visits.
- Tobacco education is part of the School's progressive entitlement curriculum of drug education / SMRE (including the health effects, legal, economic and social aspects of tobacco use) which may be delivered across the curriculum (biology, chemistry, citizenship, geography, mathematics and media studies).

- A range of age appropriate methodologies will be used to deliver tobacco education with the aim of preventing the uptake of smoking including E.g. Operation Smoke Storm, discussion strategies, use of new technologies, drama strategies including theatre in education and where appropriate use of outside agencies.
- The School supports tobacco education through the transition phase from primary to secondary school through engagement in programmes such as Kick Ash.
- Parents/carers are encouraged and supported to be actively involved in their child's drug/tobacco education through home /school activities, drug education evenings etc.

### **Assistance for those who smoke**

- Local NHS Stop Smoking Services are available to staff, parents/carers and students who would like to stop smoking (*please note: this service should **not** be seen as a disciplinary action*). Free group and one-to-one support may be available for staff and parents/carers through their local Stop Smoking Service (details of which can be found at [www.smokefree.nhs.uk](http://www.smokefree.nhs.uk)).
- The NHS Stop Smoking Service may be able to set up a group for parents/carers and/or staff in school upon request. Students in the first instance, should access services through the school nursing service or their GP Practice, or by contacting the NHS Specialist Stop Smoking Service.

All school premises are designated as smoke free. Smoking whilst on duty will only be allowed during designated breaks away from school/unit premises.

All Governors, Headteacher, Senior Management teams and staff have a responsibility to implement and abide by the No Smoking Policy.

It is important to create an equitable environment for staff, regardless of the job they do.

### Employer

The Health and Safety at Work Act 1974 places a duty on employers to “provide and maintain a safe working environment which is, so far as it reasonably practical, safe, without risk to health and adequate as regards to facilities and arrangements for welfare at work”

Helping smokers to give up smoking if they wish is an essential element of a successful smoking policy. It is recommended that schools/units work with local NHS Stop Smoking Services.

Support offered could include:

- Professional advice on giving up smoking from a doctor or health professional
- The supply of free or subsidised nicotine replacement therapy such as gum or patches
- Distribution of self-help guides for giving up smoking

### Employees

Under the Health and Safety at Work Act 1974, employees have duties to take reasonable care for the health and safety of themselves and others and to co-operate with the employer as far as is necessary to enable the employer to comply with the requirements of the Health and Safety at Work Act.

### **Implementation**

#### Staff

This Policy will apply to all school staff (employees, contractors and workers, agency workers) volunteers, without exception, regardless of where they work.

### Visitors

This Policy will apply to all visitors to premises indoor and outdoor, which are work places.

### Indoor areas

All enclosed areas will be smoke free. This includes offices and other work areas, lifts, corridors, stairways, rest rooms, eating areas, kitchens, meeting rooms, toilets, reception areas, temporary structures (e.g. portacabins, containers, greenhouses and out buildings) and any other enclosed spaces.

### Lettings

It should be a condition of all lettings that the organisation hiring the premises will ensure compliance with this policy.

### Pupil's homes and workplaces

School employees may not endanger the health and well-being of pupils or their family members and may not smoke in their homes or workplaces, even when others present are smoking. Employees concerned about the risks to themselves of service users smoking may politely request that the service user refrain from smoking when they are present.

### School Outdoor areas

It is recognised that:

- Smoking can be an irritant for some people (e.g. people with asthma) when in close personal contact with someone smoking, even outside.
- Smoking can be a serious threat to safety when near highly flammable or explosive substances, regardless of whether the person smoking is indoors or outside.
- The risks associated with exposure to certain pollutants, such as asbestos, are known to be considerably increased amongst people who smoke.
- It is important that the school's image be upheld, especially in areas used by children and young people.

#### **The following restrictions will therefore apply:**

- All employees, whilst on duty, will not smoke unless taking a recognised smoking break.
- Employees, when taking a smoking break, will not smoke where they can be potentially identified as school employees and seen by members of the public or in any place that could cause a threat to safety.
- Employees will not smoke near entrances and exits to buildings nor in car parks.
- Smoking is not permitted at all in playgrounds and other outdoor areas mainly used by children and young people, or in sports grounds and other locations in part used for promoting and maintaining fitness and health.

### Vehicles

It is recognised that:

- Traffic pollutants, such as lead and carbon monoxide, are particularly dangerous when combined with tobacco smoke.
- Open windows provide insufficient ventilation.
- Smoking whilst driving can be dangerous.
- It is important to maintain an equitable environment for staff, regardless of the job they do.

All school vehicles, therefore, including vehicles on loan, hire or leased to the school and used for the purpose of work, will be smoke-free. This also applies to employees using their own vehicles for the purpose of conveying pupils or staff.

### School Trips or Visits

Many school visits will be to places which are either defined as public places, enclosed workplaces, or both. Staff who do wish to smoke, particularly during residential visits, will need to clarify in advance where smoking will be permitted. Designated smoking rooms are permitted within hotels, at the discretion of the proprietor. They must be clearly marked as rooms in which smoking is permitted. Dormitories must always be smoke free.

### Smoking Breaks

All employees who smoke are entitled to leave the premises during their official morning and lunch break to smoke. Additional smoking breaks can only be taken with the prior agreement of the Head teacher or Business Manager and are subject to the needs of the school. It is important to note that smoking breaks are discretionary and not an entitlement. The smoking breaks are **not additional** to other breaks. Staff leaving the building must ensure that they sign out and back in on their return.

### **Enforcement of the Policy**

#### Staff

Breaches of this policy will be subject to the normal disciplinary procedures.

#### Public

Responsibility for ensuring compliance by members of the public lies initially with site managers, site managers, reception staff and other employees dealing directly with them. Where members of the public persist in breaching the policy, they should be reported to the Headteacher/Business Manager or a member of the SLT.

#### Contractors and their employees

All contractors and their employees, whilst on school business should be subject to the same restrictions on smoking at work as school employees. This policy applies when contractors and their employees are delivering goods or undertaking work in school occupied workplaces, or when working on behalf of the school in pupils homes. All contractors should be made aware of the policy and expected to comply. Compliance with this policy should be included in contracts for works/services as part of the health and safety requirements.

## Complaints

Complaints will be dealt with through the School's normal Complaints Procedures and/or its normal Disciplinary Procedures, whichever is appropriate.

## **Roles**

### Headteachers

- Ensure that they are fully briefed about the requirements of the policy.
- Monitor and implement the working of the policy.
- Investigate complaints promptly.
- Take remedial or disciplinary action where appropriate.
- Refer staff in need of support to Occupational Health where appropriate.

### Site Manager

- Erect signs complaint with the legislation in relevant languages at entrances to all school buildings which indicate that the building, including its entrances and exits, is a smoke free area.

### Staff

Implement and abide by the No Smoking Policy.

## **Signage**

Those responsible for smoke-free premises will be required to display no-smoking signs.

At each public entrance to smoke-free premises there will be a requirement to display at least one no-smoking sign in a prominent position bearing the international no-smoking symbol and containing the words: "No smoking. It is against the law to smoke in these premises".

- Smoking is not permitted in any school owned/hired/leased vehicles, as well as private vehicles when used for carrying staff on school business. **Please note: this is a statutory requirement.** Schools also have a duty to reinforce the smoking legislation on buses used for pupil transport.
- This Policy applies when students are taken off site on school excursions/visits/trips. Staff and accompanying helpers must take all reasonable steps to avoid being seen smoking when on duty / looking after students.

## **Staff**

The Schools Disciplinary Procedure will be followed for members of staff who do not comply with the School's Smoke Free Policy.

The staff member will be offered support to help them quit smoking through linking them with appropriate support in the community.

## **Students**

In line with the guidance from the Kick Ash Programme, the following procedure will be followed for students in breach of the School's Smoke Free Policy:

The student(s) will be offered the choice to see the School Nurse and begin a programme of support. If they choose not to seek support, a letter will be sent to parents/carers informing them of the support available and the sanction of 2 days Internal Exclusion for smoking on the school site applied and parents contacted. If persistent the students' parent/carer will be brought in and an External Exclusion may be the next step.

In the first instance, support is be offered to quit smoking as nicotine is highly addictive and research shows that children/young people and adults are more likely to quit smoking with support and nicotine replacement therapy (NRT). NRT is available on prescription for 12 years old and above and certain products can be agreed upon with your stop smoking advisor for example; lozenges but not gum.

### **Non staff members/school visitors**

Staff are authorised to ask non-employees who breach the Policy to adhere to the Policy.

### **Monitoring and Evaluation**

The Policy will be reviewed and developed in consultation with the whole school community. It will be widely publicised (staff induction, staff appointment contracts, handbook, website, notice boards, *promoted*) and will be included in contracts for those hiring the use of the School premises.

The Policy will be monitored by the Headteacher to ensure compliance and its successful implementation.

The Policy will be reviewed every 2 years.

**Date of Next Review: March 2020**

### **References**

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