

ST MARY'S CATHOLIC PRIMARY SCHOOL
NO SMOKING & VAPING POLICY

DATE OF APPROVAL	12/2018
VERSION DATE	V.01
DATE UPLOADED	12/2018
DATE FOR REVIEW	12/2019
OWNER	F&R Committee

Introduction

The School acknowledges that smoking and breathing other people's tobacco smoke is both a public health hazard and a health issue. The Governing Body has decided therefore to protect both pupils and staff from the harmful effects of smoke by implementing a No Smoking Policy.

Wiltshire Council has implemented a policy regarding vaping, which outlines the procedure for vaping in schools and academies. For clarity as a single point of information, this policy has been incorporated into the Hilmarton School No Smoking policy. Consequently, the vaping elements of this policy also apply to both teaching and non-teaching staff and have been agreed with the following recognised unions: NEU, NAHT, NASUWT, ASCL, Unison, GMB and Unite.

The School's unified policy aims to:

- Provide an environment where good health is promoted for all.
- Highlight to all who use the School site that it is a smoking and vaping free environment.
- Enable the School to tackle smoking-related issues.
- Raise awareness of the dangers associated with exposure to tobacco smoke and reinforce the School's health education programme.
- Satisfy Section 2(2)(e) of the Health and Safety at Work Etc. Act 1974, which places a duty on employers to provide a working environment for employees that is '*safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.*'
- Comply with the smokefree legislation under the Health Act 2006, which from the 01 July 2007, places a duty on '*any person who controls or is concerned in the management of smoke-free premises*', to ensure compulsory signage is displayed in the required places and smoking is prevented in all 'enclosed' or 'substantially enclosed' premises.
- Take account of the needs of those who are addicted to smoking and to offer an avenue of support for those who wish to stop.

Relevant Legislation

- Health and Safety at Work Etc. Act 1974.
- Health Act 2006.
- The Smoke-free (Premises and Enforcement) Regulations 2006.
- The Smoke-free (Exemptions and Vehicles) Regulations 2007.
- The Smoke-free (Vehicle Operators and Penalty Notices) Regulations 2007.

Who is included in these arrangements?

This policy applies to all employees of St Mary's Catholic Primary School. It also applies to volunteers, parents, guardians, members of the public and visitors to the School. Agency staff and contractors are to be made aware of the policy and abide by the arrangements.

School Environment

- The School site is an entirely smoke and vaping-free environment. Smoking and vaping are not permitted on the School grounds or in the School buildings including toilets, corridors, staff rooms, car parks and playing fields at any time. This includes School events held outside normal school hours.
- No Smoking signs are prominently displayed around the School grounds reflecting its stance on smoking on site. Compulsory signage will be displayed as required by the Health Act.
- Organisations and clubs who use the School premises outside of School hours are expected to adhere to the School's No Smoking and Vaping Policy.
- All transport provided or contracted by the School is smoke and vaping-free and will display the compulsory signage as required by the Health Act.
- Teachers, parent helpers and staff are expected to refrain from smoking or vaping on all School trips.
- Where staff leave the School site to vape, this is only permitted during normal authorised rest breaks.
- Any member of staff who uses their own private vehicle for School purposes and transports students or colleagues must refrain from smoking or vaping whilst on duty.
- The School will support National No Smoking Day.
- Shops surrounding the School site should be reminded not to sell cigarettes to pupils in uniform. Any concerns with local premises should be reported to Wiltshire Trading Standards Service on 0300 456 0100.

Staff & Governors

- Teaching staff and governors must have a clear and detailed understanding of the damage that cigarette smoking and second hand smoke does to health, and be aware of the nature of tobacco addiction.
- All staff will be provided with a copy of this policy and new staff will be alerted to the existence of the smoke free environment at interview.
- Activities around smoking in schools should compliment a community-wide programme of action. Messages should be consistent with and support each other. Staff and the PSHE Co-ordinator will ensure smoking-related topics are adequately incorporated into class teaching for each Key Stage.
- Details of the NHS Stop Smoking Service will be available to those staff who wish to quit. Information and advice on smoking cessation for employees is available from the NHS Stop Smoking Services on the website: www.nhs.uk/Livewell/smoking/Pages/NHS-stop-smoking-adviser.aspx
- Breaches of this policy will be subject to the normal disciplinary procedures.

Pupils

The School has a duty of care to those pupils who smoke and is committed to assisting them to break the habit. Help will be made available to those pupils who want advice on how to stop smoking, making use of the School nurse or outside agencies as appropriate. Smoking or vaping by adults generally on the School site, or by staff during School hours, reinforces the idea that smoking is a normal adult activity and undermines strict prohibition among pupils.

If a pupil disregards the No Smoking and Vaping Policy and is caught smoking or vaping, the following series of actions will be taken:

- The pupil will be told to stop and parents will be contacted.

- Refusal to extinguish the cigarette or vaping device will result in direct intervention by teaching staff and/or the Headteacher.
- Pupils caught violating School smoking and vaping rules may lose privileges and may be subject to closer supervision
- Repetition of the refusal to comply with the School policy within a term will result in parents being invited into School and the possibility of fixed term exclusion.
- Any letters to parents advising a pupil has been caught smoking or vaping should give information about sources of help available.

Should the above steps not appear to have any effect and pupils welcome exclusion, then more appropriate steps must be taken. This could include some form of awareness session on the dangers of smoking. A suitably qualified professional should carry out such sessions and advice should be sought from the Drug, Alcohol and Tobacco Advisor for Schools.

Parents and Adult Helpers

- Parent/adult helpers are not permitted to smoke anywhere on the school grounds. They will be reminded annually that the School site is a smoke and vaping-free environment.
- Parents will be discouraged from smoking at entrances and exits to the School site whilst collecting their child.
- Parents/adult helpers will be asked to refrain from smoking when assisting on any School trips/events.

Contractors, visitors and other users of the School Site

- All contractors, visitors and users of the School site must be informed of the School's No Smoking and Vaping Policy on signing in at reception and are not permitted to smoke anywhere on the School site. Adequate signage will act as a reminder.
- Contractors, visitors and users of the School site should be discouraged from smoking at exits and entrances to the School grounds, especially in view of pupils.
- Breaches of the School's Policy by contractors should be reported to the relevant company via the Headteacher.

Monitoring, Evaluation and Review

This policy is supported by Smoke Free Wiltshire.

- The Governors and leadership team will ensure that all staff take responsibility for implementing the policy and will monitor pupils, staff and other adults using the School site routinely to ensure compliance. Overall responsibility for this policy lies ultimately with the Headteacher.
- The Headteacher and PSHE Co-ordinator will review and monitor the curriculum to ensure that education on the dangers of smoking and second hand smoke is included, and the benefits of not smoking emphasised.
- The School acknowledges that smoking is an addiction and will ensure that adequate support will be made available to those who want to quit.
- The Governing Body will review this policy on a bi-annual basis and assess its implementation and effectiveness.

- The policy will be promoted and implemented throughout the School. A copy will be made available to view on request and a copy displayed on the staff notice board.

Useful Links

Smokefree Wiltshire	http://www.smokefreewiltshire.org.uk/index.htm
Wiltshire Trading Standards Service - 0300 456 0100	http://www.wiltshire.gov.uk/businesssupportandadvice/tradingstandards.htm
NHS Wiltshire – Help Stop Smoking	http://www.wiltshire.nhs.uk/Public/Your-health-wellbeing/Help-to-stop-smoking.htm
Mike Jones - Smokefree Wiltshire coordinator, Wiltshire PCT	01380 733808 - Mike.Jones@wiltshire.nhs.uk
Tacade - A charitable organisation working to promote the health and well-being of children and young people	www.tacade.com
NHS – Smokefree	http://smokefree.nhs.uk/
The Roy Castle Lung Cancer Foundation	http://www.roycastle.org/
No Smoking Day	http://www.nosmokingday.org.uk/
Ash – Action on Smoking & Health	www.ash.org.uk