

Policy

Bradfield CE Primary School

Smoke Free Policy



At Bradfield we are

LEARNING TO LIVE, inspired by Christ.

With Jesus as our model, we are **LEARNING TO LIVE** with **COURAGE, COMPASSION, RESILIENCE** and **JOY**.

(I have set an example for you, so that you will do just what I have done for you. John 13:15)

Policy Name	Smoke Free Policy
Brief Description:	This policy sets out how the school maintains a smoke free environment
Status: Statutory/non-statutory	Non-Statutory Policy
Other related policies and procedures:	Health & Safety, Health and Relationships Education and Managing Drug Related Incidents
Approval level: HT/Governors/FGB	FGB
Approved by the Governing Board on:	22.4.2021
Frequency to be reviewed	Every 3 years
Latest Date for Next Review:	March 2024
Version + Schedule of Amendments:	Originally written Feb 2018 Updated March 2021
Signed:	
Position:	
Date of Signature:	

1. INTRODUCTION

- 1.1 Smoking is one of the biggest causes of ill-health and premature death in this country killing approximately 78,000 people every year which equates to 16% of all deaths (2017 figures).
- 1.2 Following a free vote by MPs in February 2006, legislation making all workplaces and enclosed public places smoke-free was introduced in England from summer 2007. Bradfield CE Primary School supports this move and recognises the need to introduce an appropriate smoke-free policy; this includes all forms of e-cigarettes.

2. STATEMENT OF INTENT

2.1 Bradfield CE Primary School is committed to providing a safe and comfortable working environment within all its buildings for employees and visitors. It will do as much as possible to ensure the health of its employees is not put at risk. However, the school also accepts that smoking is a legal activity and a matter of personal choice. Therefore, the policy is not concerned with *whether* individuals smoke; it is concerned with *where* and *when* smoking takes place.

3. SCOPE

3.1 This policy covers all premises (buildings and grounds) and vehicles where school employees work, whether they are full time, part time or temporary agency staff.

West Berkshire Council strongly encourages Community, Voluntary Controlled, Community Special and Maintained nursery schools to produce their own policies that as a minimum meets the standards in their model policy. Consideration should be given to including outside grounds in the policy as well as all buildings. Further information can be found West Berks at <https://info.westberks.gov.uk/smoking>

4. STANDARDS

- 4.1 Smoking is prohibited within all school premises and grounds.
- 4.2 All visitors and contractors will be notified of the policy via notices in Reception Areas.
- 4.3 Contravention of this policy by employees will be regarded as a disciplinary breach and will be treated as misconduct under the Disciplinary Procedure.
- 4.4 Smoking away from School buildings and grounds is only be permitted in the employees own time, i.e. break times, and will not be permitted within working hours.
- 4.5 Notices reminding people they are in a smoke-free area will be displayed in prominent locations. These signs will comply with the requirements set out in the smoke-free legislation from summer 2007.

RESPONSIBILITIES

5.1 The Governing Board will ensure full implementation of this policy by:

- Ensuring that awareness of this policy is promoted.

- Ensuring that this policy is reviewed every three years or sooner if legislation, approved codes of practice, or incidents highlight deficiencies in the policy;
- Providing advice and information on this policy to all employees at the school.

5.2 The Headteacher will ensure full implementation of this policy by:

- Ensuring all employees/workers co-operate to ensure the success of this policy.
- Monitoring compliance and act upon breaches of this policy. In the unlikely event of an employee not respecting the policy the line manager will attempt to resolve the situation informally in the first instance;

5.3 Employees/Workers:

- Must co-operate to ensure the implementation of this policy;
- Must not smoke within school premises.
- Should support and encourage colleagues who wish to quit.

5.4 The School Business Manager will;

- Ensure the display of appropriate signs at all entrances and throughout all school buildings;