



St Cecilia's
CHURCH OF ENGLAND PRIMARY SCHOOL

'Therefore encourage one another, and build each other up.'

Thessalonians (5:11)



"Unlocking the Future"

TKAT No Smoking/No Vaping Policy

Policy Level and Description:	1	<u>TKAT Statutory Policy</u> NO CHANGES TO THE CORE TEXT ALL Schools require a policy on this topic/area. Only changes to highlighted sections are allowed to the core text – changes will be limited to school name and very limited school-specific details - LGBs to adopt, implement and monitor this policy.	
Reviewed by: (Trust Officer)	Hester Wooller CEO	Reviewed by: (School representative)	Richard Thomas, Head of School
Approved by: (Trust Committee/Trust Board)	FAPP	Approved by: (LGB/LGB Committee)	IAC
Trust approval date: (dd/mm/yyyy)	23/05/23	LGB/LGB Committee approval date: (dd/mm/yyyy)	07/07/2023
Review due: (mm/yyyy)	05/2024		

Version	DATE	DESCRIPTION
Version 1	August 2005	Model Smoking policy.
Version 2	September 2012	Amendment to update policy and reflect changes in law.
Version 3	September 2015	Review of the policy to include e-cigarettes and update to Stop Smoking Service details
Version 4	August 2017	Reviewed – no changes made
Version 5	November 2019	1.4 Addition of rationale for ban on e-cigarettes 4.7 Addition of criminal offence legislation wording 5.2 Addition of non-compliance legislation Changed wording to gender neutral language
Version 6	December 2022	Reviewed. No changes made
Version 7	May 2023	Title changed to No Smoking/No Vaping Policy

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We are a family of distinctive schools at the heart of the diverse communities we serve. In line with our Christian ethos, we aspire to excellent learning and pastoral care for pupils and staff and are committed to being open and welcoming to all.

1. Policy

- 1.1 The Keys Academy Trust has a duty under the Health and Safety at Work Act 1974 to ensure as far as reasonably practicable, the health and safety of their employees. This duty is also reflected in the Health Act 2006, the Smoke-free (Premises and Enforcement) Regulations 2006 and the Smoke-free (Exemptions and Vehicles) Regulations 2007 which places on the employer the requirement to ensure that public and workplaces do not impact on an employee's health and safety and are smoke-free.
- 1.2 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 considerable evidence that "passive smoking", the inhaling of other people's cigarette smoke, can cause lung cancer in non-smokers, as well as causing deterioration in the health of individuals with respiratory conditions. Non-smokers have a right to work in a safe and healthy environment. This includes being protected from passive smoking.
- 1.3 Smoking is prohibited on all parts of the school site at any time, including at entrances or anywhere on school grounds, by anyone - employees, parents or visitors, under any circumstances.
- 1.4 This policy relates to all types of smoking e.g. cigarettes, e-cigarettes, cigars and pipes.

The school's rationale for a ban on e-cigarettes is that:

- Although they do not produce smoke, e-cigarettes produce a vapour that could provide an annoyance or health risk to other employees.
- Some e-cigarette models can, particularly from a distance, look like real cigarettes, making a smoking ban difficult to police, creating an impression for some that it is acceptable to smoke.

2. Purpose

- 2.1 The purpose of this policy is to provide a healthy and safe working environment for all employees, pupils, parents, contractors and other visitors.
- 2.2 The intention is not to confront smokers but to encourage and help those who wish to give it up. The issue is not whether someone smokes but where and when they smoke.
- 2.2 Responsibility for implementing and monitoring this policy rests with the Headteacher/Head of School or their representative.

3. Scope

- 3.1. This policy applies to all employees including temporary, agency, volunteers, pupils, parents, contractors and other people/members of the public working in or visiting school premises.

4. Principles

- 4.1 The procedure is designed to maintain a healthy environment for Members, employees/contractors and visitors. Employees found smoking within school buildings or the smoke-free zone around the perimeter of the buildings may face disciplinary action.
- 4.2 It is the Headteacher/Head of School and their representatives' responsibility to ensure compliance with this policy and ensure that visitors to the site comply with these arrangements.
- 4.3. Any contractor employed on site should be made aware of the ban before work is undertaken. It should be written into service specifications for contractors.
- 4.4. Smoking is not to be permitted by any group hiring the school premises for functions or regular lettings and this is written into the hire agreement.
- 4.5. The school's recruitment literature will state that the school operates a No Smoking Policy in and around its site.
- 4.6. The school has posted notices reminding people that this is a smoke free site.
- 4.7. Vehicles: the law requires vehicles to be smoke free at all times if they are used:
- To transport members of the public
 - In the course of paid or voluntary work where they are used by more than one person – regardless of whether they are in the vehicle at the same time.

It is a criminal offence to smoke in the presence of any passenger under the age of 18. For the purposes of the legislation, driving includes sitting in a stationary car with the engine running.

- 4.8. The Local Governing Body wishes to support staff who smokes to either give up smoking or help them to control their smoking. The following support is available:

Staff wishing to stop smoking may contact:

Smoke Free Life Berkshire
Phone: 0800 622 6360
Email: <http://www.smokefreelifeberkshire.com/>

Or

Employees may seek support from the NHS smoking helpline number and get free advice and information on their nearest Stop Smoking Service by visiting: <http://www.nhs.uk/smokefree>.

5 Employee co-operation

- 5.1 It is anticipated all employees co-operate with the policy. In circumstances where there is wilful contravention of the policy, steps may be taken to invoke disciplinary procedures.
- 5.2 Employees are also reminded that it is a criminal offence for employees to smoke in smoke-free areas, with a fixed penalty of £50 or prosecution and a fine of up to £200.

6 Review

- 6.1 The policy will be reviewed regularly and is next due for review in 2024.