

The Sandon School



SMOKE FREE POLICY

Last Adoption Date: December 2019

Next Review Date: Autumn 2022

Introduction

1. This policy has been introduced in response to legislation on smoke free workplaces and public buildings.

Aims

- To protect the health of staff, governors, students, contractors and visitors
- To inform staff and line managers of their responsibilities in respect of the policy
- To support students and staff who wish to stop smoking
- To promote the culture of a smoke free organisation

Policy Principles

2. This policy will apply to all staff, governors, students, contractors and visitors and any other persons who enter the school premises.
3. Smoking is not permitted on the School's premises. For the sake of clarity, this restriction applies to all internal areas including rooms, corridors, toilets and storage areas and all external areas including playground, fields, sheds, and external storage facilities.
4. Smoking is not permitted in vehicles owned, hired or leased by the School.
5. To avoid any misunderstanding this policy also includes the 'smoking' of electronic cigarettes and vaporisers.
6. School employees who smoke and use their own cars when traveling on School business:
 - Must not smoke when carrying passengers who are colleagues or students
 - Are strongly encouraged not to smoke when driving alone - this may impair proper control of the vehicle
7. School employees who wish to smoke must do so in non-work time. Where staff feel unable to wait until their meal break or the end of the working day for a smoking break, they may, at the discretion of their manager, take unpaid breaks. Line managers should oversee these arrangements to ensure they are not abused to the detriment of non smoking staff. As a guide, the School considers that no more than three unpaid smoking breaks (including the meal break) should be taken per day.
8. Students found smoking on the School premises will be subject to appropriate sanctions as stated in the School's Behaviour Policy.
9. The School encourages employees who want to stop or control their smoking to seek help. The NHS offers a range of free services to help smokers give up; this can be accessed at www.nhs.uk Reasonable paid time off to attend group and/or individual sessions for smokers who wish to stop will be provided at the discretion of the Headteacher in accordance with the normal 'time off' for medical appointments where this cannot be held outside working hours.
10. Students who wish to give up smoking can also be offered the above information and support by a school counsellor if required.
11. Employees who breach the policy will be disciplined according to the School's disciplinary procedures.

Responsibilities

12. Business Manager:

- To ensure the implementation of the policy in the School premises
- Posting signs at entrances, in line with the legislation, and other appropriate smoke free places

13. All Managers

- To ensure the implementation of the policy in their area of control.

14. This policy will be well publicised. It will be reviewed at least every three years. It was adopted by the Governing Board on 2 December 2019.