



Smoke Free Policy

Godinton Primary School

April 2015

Approved by the Governing Body Strategy Group 29/04/15

This Policy is due for renewal in Term 5 2016-17

Godinton Academy Trust is a charitable company limited by guarantee and registered in England and Wales with company number 9404783. The registered office is at Lockholt Close, Ashford, TN23 3JR.

SMOKE FREE POLICY OF GODINTON PRIMARY SCHOOL

The aims of this policy are:

- To guarantee a healthy working environment and protect the current and future health of staff, pupils, parents, contractors and other visitors to the school and grounds;
- To guarantee the right of everyone to breathe in air free from tobacco smoke;
- To comply with current Health & Safety legislation and Employment Law;
- To raise awareness of the dangers associated with tobacco smoke;
- To take account of the needs of those who choose to smoke and to support those who wish to stop.

SECTION A - INTRODUCTION

A1 General Introduction to the Policy

- Section 2(2) of the Health & Safety at Work etc. Act 1974 places a duty on employers to: '*...provide and maintain a safe working environment which is, so far as is reasonably practical, safe, without risks to health and adequate as regards facilities and arrangements for their welfare at work.*'
- On 1 July 2007 the Health Act 2006 came into effect in England. This new legislation makes provision for the prohibition of smoking in certain premises, places and vehicles. Section 2(2) of the Health Act 2006 states that premises must be smoke free if they are used as a place of work including vehicles. (Further guidance on the Health Act 2006 and the Regulations, associated with this Act, is available at www.smokefreeengland.co.uk)
- Mainstream smoke (breathing other people's tobacco smoke) and sidestream smoke (breathing smoke from smoldering cigarettes) have now been shown to cause lung cancer and heart disease in non-smokers, as well as many other illnesses and minor conditions.

SECTION B – GENERAL PRINCIPLES & SCOPE

B1 Principle aims of this Policy

- By implementing this policy, the Headteacher and Governing Body are aiming to protect the health of staff, pupils, parents, contractors and other visitors to Godinton Primary School.
- The Policy will help inform all relevant people of their responsibilities as laid down in this document.
- The Headteacher and Governing Body will support any smokers, who work at Godinton Primary School, to help them cope with increased restrictions on their smoking during the working day.
- The Headteacher and Governing Body will promote the culture of a smoke free workplace.

B2 Restrictions on smoking

- Smoking is not permitted in any part of Godinton Primary School – either within any building or outside in any part of the school grounds at all times.

B3 Visitors

- All visitors (including parents), contractors, delivery drivers etc. are required to comply with the smoke free policy. Staff are expected to inform visitors of the existence of this policy. (NB Staff are NOT expected to enter into any confrontation that may put their personal safety at risk.)

B4 Staff

- Staff are not permitted to smoke anywhere on the school site. If they wish to smoke they must leave the school site.

B5 Support for smokers

- Information on stopping smoking with support from local cessation services will be provided for smokers. The NHS Smoking Helpline number is 0800 169 0 169. The helpline can offer advice and support on stopping smoking along with a website at www.givingupsmoking.co.uk

B6 Pupils

- Pupils are not permitted to bring cigarettes onto the school site or to smoke.

- Pupils are taught about smoking as part of drugs education integrated into the curriculum for PSHE and science. They learn about attitudes to smoking, making choices about smoking and the harmful effects of smoking on health.

B7 Trespassers

- Godinton Primary School will take all reasonable steps to ensure that trespassers do not access the school site, out of school hours, and smoke. If trespassers are found to be smoking on site then information will be passed to Kent Police for them to pursue as they feel fit. (Information passed to Kent Police is likely to include CCTV footage).

SECTION C – IMPLEMENTATION, MONITORING & REVIEW

C1 Implementation of this Policy

- Staff, whether employed or voluntary, are personally responsible for complying with this Policy. Responsibility for implementing this Policy rests with the Headteacher and Chair of Governors. Day-to-day responsibility for implementation lies with the Headteacher. To ensure that everyone understands that smoking is not permitted, at Godinton Primary School, clear signs are displayed in the required places - as is required by The Smoke-Free (Signs) Regulations 2007.
- This Policy will form part of any induction programme for new staff.
- Tenders and contracts will stipulate adherence to this Policy as a contractual condition.

C2 Disciplinary action

- Any member of staff refusing to observe this Policy by smoking anywhere in/on the school premises will be liable to disciplinary action in accordance with the school's disciplinary procedures.
- If pupils, whilst on the school site, are found with cigarettes on their person or found to be smoking them then parents are informed and further action taken in accordance with the school's Managing Drug Related Incidents Policy.
- All staff and Governors have a role to play in enforcing the Policy and are required to deal with any observed or reported breaches. If staff or Governors feel apprehensive about their own safety in regard to addressing any breach they should seek the support of the Headteacher or other member of the management team. It is important to note that primary emphasis should be placed on prevention of such situations arising.
- In the event of a breach of the Policy by a visitor or staff member of other organisations, they should be asked to extinguish all smoking materials and be informed that they must only smoke "off school property". If they continue to smoke the matter should be referred to the Headteacher. In the event that staff of other organisations continue to breach the Policy, the appropriate organisation should be advised in writing of the consequences of breaching these requirements.

C3 Monitoring & reviewing

- The Headteacher and Governors are responsible for ensuring that this Policy is monitored. Details of any breaches of the Policy should be brought to the attention of the Chair of Governors.
- This Policy will be reviewed every two years.