

Smoke Free Policy

The *School's Smoke Free Policy* applies to any building and associated grounds within the immediate vicinity of the building which is wholly owned, leased or operated and occupied by the school.

Main policy objectives

- To protect employees from the harmful emissions in tobacco smoke.
- To ensure support for employees who want to stop smoking.
- To require employees to adjust their smoking habits not to smoke whilst at work.
- To demonstrate that the school be advocates of healthy lifestyles.

Policy application and detail

- The policy applies to 'any building and associated grounds within the immediate vicinity of the building that is wholly owned, leased or operated and occupied by the school'.
- It includes offices and associated grounds within the curtilage, and premises from which the school deliver services to the public.
- Where there are no grounds with the building, all entrances and exits will be smokefree.
- All school vehicles are to be smokefree at all times, and private vehicles should be smokefree whilst carrying passengers, including service users, whilst travelling and carrying out authorised duties.
- Employees must not smoke whilst in work and recognisable as school staff.
- Smoking breaks other than authorised breaks in the working day will not be permitted.
- The use of electronic cigarettes is prohibited whilst carrying out authorised duties. Electronic cigarettes can be construed as smoking and are not an evidence based stop smoking aid. Their use whilst carrying out duties in relation to work is therefore prohibited.

The Governing Body is fully committed to ensuring it does not promote the use of tobacco by;

- a. Not investing in the tobacco industry where it is in direct control of the investments.
- b. Not selling tobacco on any school owned premises.
- c. Not promoting it by any other means.

Arrangements for ensuring compliance with the policy

The Headteacher and Governing Body have a clear leadership role in visibly supporting the Smokefree Policy.

All job applicants and appointees will be advised that the school operates a *Smoke Free Policy* that covers all employees and visitors and extends to all school owned public buildings, workplaces and the grounds associated with workplaces.

A breach of the policy will occur if an employee smokes in a non smoking area, defaces or removes signs and notices associated with the policy, or intentionally breaches the policy in any other way.

To assist compliance with the Policy, the senior leadership team will champion the policy and act as role models. All staff have a responsibility to comply with the policy and have the confidence to promote it.

The Headteacher and employees are responsible for compliance and enforcement of the policy and ensuring compliance by visitors.

All members of staff are encouraged to make 'supportive challenges' to anyone smoking in smoke free areas.

Support for 'stop smoking'

The school recognises that smoking is an addiction and aims to provide a supportive environment for employees to stop smoking.

The Headteacher and Governors will be considerate to those staff needing support to stop smoking. Such employees will be referred to TASK Stop Smoking Service, Pennine Care Foundation Trust, the Healthy Workplace Co-ordinator or will be supported to self referral to their own GP. The provision of stop smoking support will continue to be promoted amongst staff.

The school will aim to provide on site stop smoking support for employees where this is practicable.