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# Smoke Free Policy

**Designated Person:** Principal

**Reviewed by:** TGAT Policy Committee

**Date:** June 2022

**Version:** 1.0

**Review Cycle:** 3 years

# SMOKE FREE POLICY

## 1. Introduction

- 1.1. Second hand smoking, breathing in other people's tobacco smoke, has been shown to cause cancers, heart, and respiratory disease in non-smokers. It has a negative effect on those people who suffer from conditions such as asthma. There is considerable evidence regarding the impact of smoking behaviours on children.
- 1.2. As smoking is the single most preventable cause of premature death and ill health in our society, as a Trust, we believe it is our responsibility to promote a smoke free policy and to give everyone the right to breathe clean air and to avoid the dangers of second-hand smoke. Children need to receive consistent messages and require non-smoking role models if they are to recognise smoke free as the norm.
- 1.3. The GORSE Academies Trust (TGAT) acknowledges that smoking and breathing other people's tobacco smoke is both a public health hazard and a health issue and therefore has decided to protect both students and staff from the harmful effects of smoke by upholding a Smoke Free Policy.
- 1.4. This policy covers the use of any kind of tobacco/substance and applies to the use of electronic cigarettes (e-cigarettes and vapes). The use of electronic cigarettes and vapes is prohibited wherever smoking is prohibited.

## 2. AIM

- 2.1. This Policy aims to:
  - provide an environment where good health is promoted for all
  - highlight to all who use Trust sites that they are a 'smoke free' environments
  - enable TGAT to tackle smoking-related issues
  - raise awareness of the dangers associated with exposure to tobacco smoke and reinforce health education programmes
  - satisfy Section 2(2)(e) of the Health and Safety at Work Etc. Act 1974, which places a duty on employers to provide a working environment for employees that is *'safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.'*
  - comply with the smoke free legislation under the Health Act 2006, which places a duty on *'any person who controls or is concerned in the management of smoke free premises'* i.e., the Principal, to ensure compulsory signage is displayed in the required places and smoking is prevented in all 'enclosed' or 'substantially enclosed' premises
  - take account of the needs of those who are addicted to smoking and to offer an avenue of support for those who wish to stop

### **3. TGAT Environment**

- 3.1. TGAT sites are entirely smoke free environments. Smoking is not permitted on the grounds or in the buildings, including toilets, corridors, staff rooms, car parks and playing fields.
- 3.2. This policy applies to staff, students, parents, visitors, and contractors when they are on TGAT sites.
- 3.3. Signage will be displayed to remind all visitors to the Trust sites of the Trust's smoke free policy.
- 3.4. Smoking signs are prominently displayed around Trust grounds reflecting TGAT's stance to smoking on site. Compulsory signage will be displayed as required by the Health Act.
- 3.5. Smoking is not permitted anywhere in the Trust's grounds or buildings at any time. This includes events held outside normal Trust establishment hours.
- 3.6. Organisations and clubs who use Trust premises outside of working hours are expected to adhere to the Smoke Free Policy.
- 3.7. All transport provided or contracted by TGAT is smoke free and will display the compulsory signage as required by the Health Act.

### **4. SECURING COMPLIANCE**

#### **4.1. Staff**

- 4.1.1. Smoking among adults on Trust premises, or by staff during Trust establishment hours, reinforces the idea that smoking is a normal adult activity and undermines strict prohibition among students.
- 4.1.2. The curriculum leader for personal, social, health and economic education (PSHE) will ensure health and smoking-related topics are adequately incorporated into class teaching for each Key Stage.
- 4.1.3. Where possible, staff should link up with the wider community and are encouraged to use the knowledge and materials of those outside agencies to support the education about substance addiction within the classroom.
- 4.1.4. Activities around substance misuse in educational establishments should complement a community-wide programme of action. Messages should be consistent with, and support, each other.
- 4.1.5. Staff are not permitted to smoke anywhere on Trust sites.
- 4.1.6. Staff are only permitted to exit the site for smoking purposes during their break and lunchtime. This is provided they are not required to carry out any duties that form part of their conditions of service. If a member of staff wishes to exit the site they must sign out, and on return sign in, through the normal facility provided in order to ensure fire safety procedures are met. Uniform should be covered up, and staff should not smoke directly outside the school premises.
- 4.1.7. Staff are not permitted to exit the site to smoke at any other point during the working day. The working day and staff working hours are determined locally by each establishment.

- 4.1.8. Staff will not smoke in front of students during educational visits and are expected to refrain from smoking for reasonable periods of time.
- 4.1.9. Staff should not smoke at exits and entrances to Trust grounds, especially in view of students.
- 4.1.10. Smoking inside personal vehicles on site is not permitted.
- 4.1.11. Details of the NHS Stop Smoking Service will be available to those staff who wish to stop smoking. Details and leaflets offering support will be available in the staff room and on notice boards.
- 4.1.12. All staff will be provided with a copy of this policy and new staff will be alerted to the existence of the smoke free environment during the recruitment process.
- 4.1.13. Breaches of this policy will be subject to the normal disciplinary procedures.

## 4.2. **Students**

- 4.2.1. The following procedures can be followed if a student disregards the Smoke Free Policy.
- 4.2.2. The Trust recognises its duty of care to those students who smoke and are committed to assisting them to break the habit.
- 4.2.3. Help will be made available to those students who want advice on how to stop smoking and a care referral procedure will be provided for these students.
- 4.2.4. Incidents of students caught smoking will be subject to normal sanctions in line with the Positive Discipline Policy/code of conduct.
- 4.2.5. Any letters home to parents/carers advising a student has been caught smoking should give details of the support available and how to access it.
- 4.2.6. For further details, please see the Trust's substance misuse policy.

## 4.3. **Parents/Carers and Volunteers**

- 4.3.1. Parents/carers and volunteers will be reminded periodically that TGAT sites are smoke free environments.
- 4.3.2. Parent/carers and volunteers are not permitted to smoke anywhere on the Trust grounds.
- 4.3.3. Parents/carers and volunteers will be discouraged from smoking at entrances and exits to academy sites whilst collecting children.
- 4.3.4. Parents/carers and volunteers will be informed before agreeing to assist on any educational visits that smoking in front of students is not permitted and that they are expected to refrain from smoking for reasonable periods of time

## 4.4. **Contractors, Visitors and Other Users of the Trust Sites**

- 4.4.1. Adequate signage will act as a reminder to all site visitors.

- 4.4.2. Contractors, visitors and users of Trust sites should be discouraged from smoking at exits and entrances to the Trust's grounds, especially in view of students.
- 4.4.3. Smoking inside any vehicle on site is not permitted.
- 4.4.4. Breaches of the Trust's Smoke Free Policy by contractors should be reported to the relevant company via the Principal's PA or other appropriate person.

## **5. MONITORING, EVALUATION AND REVIEW**

- 5.1. This policy is recognised by validators of the Healthy School Status and satisfies the National Healthy Schools Programme (criterion 1.6).
- 5.2. The governors and leadership team will ensure that all staff take responsibility for implementing and regularly monitor students, staff and other adults using the Trust sites to ensure compliance. Overall responsibility for this policy ultimately rests with the Chief Executive Officer.
- 5.3. Principals, Leadership teams, Heads of Year and other relevant staff will review and monitor the curriculum to ensure that it is providing suitable education on the dangers of smoking, second-hand smoke and emphasising the benefits of not smoking.
- 5.4. The Trust acknowledges that smoking is an addiction and will ensure that adequate support will be made available to those who want to quit.
- 5.5. The Trust Policy Committee will review this policy and it will be promoted and implemented.
- 5.6. This policy is available to view on request and a copy will be distributed to every member of staff.

## **6. SUPPORT FOR SMOKERS**

- 6.1 The NHS offers a range of free services to help smokers give up. Visit <https://www.nhs.uk/smokefree> or call the NHS Smoking Helpline on 0300 123 1044 for details.

Document control:

Reason for version change:	Cycle review	Version number:	1.0
Date of Approval:	June 2022	Approved by:	Policy Committee
Target Audience:	All Staff External websites	Date issued:	June 2022