



# Whitburn Church of England Academy

## No-Smoking Policy

### Preface

The Academy Vision and Values can be found here

<https://www.whitburncofeacademy.org/about-us/academy-ethos.html>

This policy and its associated procedures are based on these key principles and values.

### 1. Introduction

- Whitburn Church of England Academy Governing Body believes that all employees have the right to work in an environment that is 'safe, without risks to health and adequate as regards facilities and arrangements at work'. Section 2 (2) (e) of the Health and Safety at Work Act.
- Smoking is the largest preventable cause of ill health and mortality. The Governing Body recognise that smoking not only affects smokers, but also non-smokers through passive smoking and therefore seeks to protect and improve the health of employees, students, visitors and contractors.
- This policy seeks to establish a smoke-free environment for all who wish it, whilst being sensitive to the needs of those who smoke and offering support to those who wish to give up.
- The policy is written in line with the The Smoke-free (Premises and Enforcement) Regulations 2006, The Smoke-free (Penalties and Discounted Amounts) Regulations 2007 and The Smoke-free (Signs) Regulations 2007

### 2. Scope of the Policy

- As a school we believe that everyone connected with us has a responsibility to be actively involved in the implementation of our no-smoking policy, and to assist in taking all necessary and appropriate steps to ensure its full implementation.

Therefore this policy applies to all employees of Whitburn Church of England Academy, students, governors, volunteers, visitors, contractors, and staff of other organisations that share our use of the premises

### 3. Roles and responsibilities

- It is the responsibility of the **Governing Body** to establish a policy and procedure for anti-smoking and to monitor the effects of the procedure.
- It is the responsibility of **the Principal** to make arrangements that ensure the Academy is smoke free and to address promptly any breaches of the policy using informal procedures where possible but implementing formal procedures where necessary.
- It is the responsibility of all **staff** to familiarise themselves, and comply, with this policy and procedure in accordance with relevant professional standards.

### 4. General Principles

#### The policy seeks to

- Guarantee a healthy working environment and protect the current and future health of employees, students and visitors.
- Guarantee non-smokers the right to an environment free of tobacco smoke.
- Comply with Health and Safety Legislation, Smoke Free Legislation and Employment Law.
- Raise awareness of the dangers associated with exposure to tobacco smoke.
- Take account of the needs of those who smoke and to support those who wish to stop.
- Whitburn Church of England Academy Governing Body recognises that there are some employees, students and visitors who may have difficulty in stopping smoking but is committed to supporting those individuals who wish to cease, either permanently or for working hours.

### 5. Restrictions on Smoking

- The Smoke Free Policy covers all types of burnt and smoked products including cigarettes, tobacco and non-tobacco cigarette products. It also covers e-cigarettes, whether or not they contain nicotine.
- Smoking is not permitted in the grounds of Whitburn Church of England Academy or in any buildings on our site. Smoking will not be allowed at any school function or anywhere on the premises including;
  - All academy buildings
  - All academy grounds (including the playing fields)
  - All off-site activities
  - All educational and other visits
  - All community activities
  - All other outside lettings

- Smoking is not permitted at entrances/exits to Whitburn Church of England Academy buildings or site.
- Site users, including members of staff leaving the site, are expected not to smoke within 100m of the boundary.
- Staff are not permitted to leave the site to smoke during the short non-statutory daily break. This is due to the fact there is insufficient time available for staff to sign out, leave the site to smoke and to sign back in. However staff can leave the site during their statutory lunchtime break for any reason.

## **6. Vehicles**

- Smoking is prohibited in all Whitburn Church of England Academy vehicles, any vehicles being used on academy business e.g. hire vehicles, and in private vehicles parked on the academy site.

## **7. Adequate Signage**

- Adequate signage will be prominently displayed at the entrances to buildings, and other necessary locations throughout the site re-enforcing and identifying that Whitburn Church of England Academy operates a no-smoking policy.

## **8. Policy Implementation**

- Visitors will be informed of the policy on attendance to the site through signage.
- All prospective employees and new employees will be advised of the policy through either Job Application Information Packages, the Academy's Induction Training Programme or directly by their line managers.
- All employees will have access to the Policy and offers of employment will not discriminate against those candidates who smoke.
- Line managers are responsible for making sure that:
  - Individual staff know, understand and comply with this policy;
  - Contractors or non-Whitburn Church of England Academy employees know, understand and comply with this policy;
  - Action is taken against anyone contravening the policy; and
  - Application of this policy is monitored in individual areas.
- Employees are personally responsible for complying with this policy and also for making sure that visitors are aware of and comply with this policy.
- Employees that feel uncomfortable approaching those smoking and in breach of this policy are encouraged to report this to the Principal. Employees are not expected to enter into any confrontation which may put their personal safety at risk.

- The only exception to this policy is when a smoking machine is used in Science lessons to educate students about the harmful effects of smoking.

## **9. Consultation**

- This policy has been drawn up to allow full consultation with the Staff, and Trade Union Representatives.

## **10. Sanctions**

Breach of this policy will be regarded as misconduct, and will be subject to the Academy's normal disciplinary procedures and may also be liable to a fixed penalty fine and possible prosecution, as laid down in the relevant legislation.

- Visitors who smoke on the premises will be asked not to smoke and will be reminded of this policy. Persistent offenders will be barred from the site and may also be liable to a fixed penalty fine and possible prosecution, as laid down in the relevant legislation.
- The Academy will issue fixed penalty notices for those who fail to comply with the legislation.
- If students are caught smoking, parents/carers will be contacted via telephone and letter, explaining the circumstances and the academy's no-smoking policy. Students will be excluded as a sanction for smoking on site or for possessing cigarettes or other smoking related paraphernalia (including e-cigarettes) on the school site, on school trips/visits or while in school uniform. Any such material will be confiscated and destroyed. The student will be referred to the appropriate agencies for cessation advice. Permanent exclusion will be deemed as an appropriate sanction for persistent offenders. In any circumstances where it is clear that a crime may have been committed, we will also involve the police.

## **11. Help for those who smoke**

- This policy recognises that passive smoking adversely affects the health of all employees. It is concerned not only with where people smoke but the affect that this has on no-smoking colleagues. However it is recognised that the policy may impact on smokers' working lives.
- We recognise the adverse effects that smoking can have on employee's health and consequently their attendance at work. We will provide support and advice through our well being programme and the Better Health At Work Award to those members of staff who are seeking to cease smoking. We will also signpost advice through the NHS helpline (0300 123 1044) and Occupational Health.

<b>No Smoking</b>		
<b>Linked to</b>	<ul style="list-style-type: none"> <li>• Pupil Behaviour Management</li> <li>• Health &amp; Safety</li> <li>• Disciplinary Procedure</li> <li>• Whitburn Staff Dress Code and Code of Conduct</li> </ul>	
<b>Creation Date</b>	<b>Version</b>	<b>Status</b>
1 <sup>st</sup> April 2007	1.0	Approved by the Governing Body
<b>Revision Date</b>		
2 <sup>nd</sup> November 2010	2.0	Approved by the Governing Body
28 <sup>th</sup> February 2012	3.0	Approved by the Governing Body
1 <sup>st</sup> July 2014	4.0	Approved by the Governing Body
28 <sup>th</sup> April 2015	5.0	Approved by the Governing Body
8 <sup>th</sup> May 2018	6.0	Approved by the Governing Body
18 <sup>th</sup> May 2021	7.0	Approved by the Governing Body