

# Crosslee Community Primary School



## Smoke Free Policy

February 2020

## **1. The policy aims**

The Governing Body is committed to ensuring a safe and healthy working environment for its employees and service users. It recognizes its responsibilities for the health, safety and welfare of its employees. It also acknowledges the well-recognised dangers of passive smoking and takes into account the potential effects of this on pupils, visitors and staff.

### **1.2 This policy aims to:**

- Comply with Government recommendations and legislation on Smoke Free workplaces and public places.
- Demonstrate that as a health-promoting organization the school does not support smoking, because it is a significant cause of avoidable illness and death nationally.
- Promote local awareness in the community of the effects of smoking on health.
- Ensure a safe and healthy working environment for all service users, visitors and staff.
- Eliminate exposure of non-smokers to passive smoking on premises used by Children's Services staff, including the grounds that these premises are sited on.
- Assist smokers who wish to stop smoking.

### **Scope**

**2.1** This policy applies to all people present on the school premises including the grounds of those sites, including all staff, agency staff, contractors and visitors.

**2.2** This policy applies to all people traveling in school operated vehicles and vehicles used for work purposes.

**2.3** This policy applies to all staff during their working hours representing the school on or off school premises, or working in any place, including a pupil's home.

**2.4** This policy applies to staff, agency staff, contractors, pupils and visitors at all official School events and gatherings on the school site or on external sites.

**2.5** This policy applies to both cigarettes, cigars, pipes and e-cigarettes. The same applies to all of these.

## **3. Roles and Responsibilities**

### **Headteacher**

**3.1** The Headteacher is responsible for ensuring that this policy is fully supported by all staff and that there are sufficient resources available to enable implementation.

### **Staff**

**3.2** All staff have a duty to familiarise themselves with the scope of this policy and comply with fully with this policy. Our school is a smoke free environment and as a result no smoking of any of those items stated in 2.5 is allowed on the premises.

Any member of staff approaching a smoker to inform them, of the no smoking policy should treat the smoker with courtesy and respect. It is the responsibility of every employee to politely approach smokers. All staff are therefore strongly encouraged to inform visitors and other staff, if they are seen smoking on school premises that the school has a smoke free policy and that smoking is not permitted anywhere, at any time.

Should any staff member have a complaint made against them simply for politely pointing out the smoke free policy to anyone who is smoking, they will have the full support of the Headteacher for taking such action, which will be in compliance with this policy.

For the purposes of protecting staff from second hand smoke generated by others outside the school premises, for example in the event of a home visit to a pupil, staff are advised to ask pupils, parents or carers to refrain from smoking during the visit. If the pupil, parent or carer still refuses to refrain from smoking, the employee should take a harm minimisation approach, e.g. request that a window be opened. Staff members who feel particularly at risk from passive smoke should seek advice/support from their line manager.

All staff should remain aware of their own personal health and safety at all times. Staff approaching a smoker and respectfully asking them to stop smoking should remain aware that this is a possible point of confrontation, in the vast majority of cases the smoker will comply once they are made aware of the policy. However, if the smoker is unfamiliar to the member of staff – they should approach initially with caution and remain polite throughout. If any member of staff receives a hostile response as a result of approaching a smoker that member of staff should withdraw from the conversation, avoid confrontation, and immediately report the incident to a more experienced or more senior member of staff for them to deal with the matter.

Staff who are preparing to go beyond the perimeter of the grounds in order to take a break to smoke should inform their colleagues where they are going, how long they expect to be, and should do so only during formal breaks, or before or after the working day.

Staff are reminded that littering the public highway will constitute an offence and may be subject to a fine. All staff are required to be responsible with their litter including smoking litter, and dispose of it safely and respectfully.

#### **4.3 Leadership Team**

All members of the Leadership Team and those with management responsibilities are responsible for ensuring that all staff who report to them, comply fully with this policy. All managers are responsible for fully supporting staff who bring this policy to the attention of any person in breach of it, by reinforcing the smoke free message and by intervening in situations that become difficult for the staff member to handle.

All managers are responsible for fully supporting all members of staff who wish to quit smoking in any appropriate way.

### **4. Policy Scope**

#### **4.1 Employees vehicles**

Employees may smoke in their own vehicles during working hours when traveling between the school and any other sites they may be required to visit as part of their duties. Staff must refrain from smoking in their own vehicle during their working hours if they have a passenger.

#### **4.2 Smoking breaks**

There will be no additional breaks for smoking over and above any normal work break entitlements. Staff who wish to smoke during their working time other than at these times (and otherwise in accordance with this policy) will have to negotiate shorter times for normal break entitlements with their line managers to make up for this, i.e. they will still be expected to work for the fulltime that they are paid for. Such breaks may only be taken with the agreement of managers and where it will cause no disruption to service.

### **4.3 Signage & Communications**

'No smoking' signs are displayed on the premises.

### **4.4 Contractors**

Invitations to tender contract with external organizations (for example, to provide building works) will include a statement that the school operates a smoke free policy. No contractor or their subcontractors will be permitted to smoke whilst on any of its sites including grounds.

### **5. Non-compliance of staff or visitors with this policy.**

**5.1** Breach of this policy by staff will normally be dealt with through guidance and counseling but willful breach may lead to disciplinary action. Subsequent breaches will be dealt with following the relevant employer's formal disciplinary processes. Please refer to the 'Disciplinary Policy and Procedure'.

**5.2** Staff do not need to tolerate abuse as a result of asking someone to adhere to smoke free policy. It is suggested that policy breaches should be addressed in the following way:

#### ***Staff and Visitors***

- Step 1: Draw attention to the 'no smoking' signs
- Step 2: Refusing to refrain from smoking would constitute unacceptable behaviour. Offenders can be asked to leave the premises.

#### ***Staff Only***

- Step 3: Staff smokers can be reported to their line managers and repetitive non-compliance could lead to possible disciplinary proceedings.

## **Mental Health**

The mental health of children and adults in school, parents and carers and the wider whole school community will impact on all areas of development, learning, achievement and experiences. All children have the right to be educated in an environment that supports and promotes positive mental health for everybody. All adults have the right to work in an environment that supports and promotes positive mental health for everybody.

Crosslee offers a learning environment that promotes and enhances positive mental health. A consistent approach means that the school environment and school ethos all promote the mental health of the whole school community.