

## Smoke-Free School Policy

<b>Policy Title:</b>	<b>Smoke-Free School</b>
<b>Academic Year:</b>	<b>2017/18 - 2020/21</b>
<b>Policy Reference:</b>	<b>ER13</b>
<b>Description:</b>	Procedures to provide a smoke-free school environment
<b>Status:</b>	Reformatted policy awaiting ratification by Management Committee
<b>Category:</b>	Suggested
<b>Review frequency:</b>	Every 3 years
<b>Contact:</b>	<b>Jacque Davies</b>
<b>Version:</b>	<b>V.3</b>
<b>Who was consulted:</b>	Previous PRU policy – created 20.12.13 by PRU (Pupil Referral Unit), headteachers J.Davies and S.Hunter. Modified 23.07.15
<b>Other relevant policies:</b>	See item 10
<b>Acronyms:</b>	<p>MC - Management Committee</p> <p>TLC - Teaching &amp; Learning Committee</p> <p>SWC - Safeguarding &amp; Wellbeing Committee</p> <p>FC – Finance Committee</p> <p>H&amp;SPC - Health &amp; Safety and Premises Committee</p> <p>PERS - Personnel Committee</p> <p>LA - Local Authority</p> <p>WBC - West Berkshire Council</p> <p>HT - Headteacher</p> <p>SLT - Senior Leadership Team</p> <p>DfE – Department for Education</p> <p>PSHE - Personal Social and Health Education</p>
<b>Date for Review:</b>	Sept 2020

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### 1: Key contact list for Smoke-Free School Policy

<b>Headteacher</b>	Jacque Davies	<b>01635 528048</b>	jdavies@icollege.org.uk
<b>Health &amp; Safety Lead</b>	Dave Mills		dmills@icollege.org.uk
<b>Health &amp; Safety Coordinator</b>	Monica Romano		mromano@icollege.org.uk

<b>2: Aims and Objectives</b>	<p>Written in conjunction with and informed by the 'Berkshire Smoke Free Schools Guidance' 2005, West Berkshire Smoke Free Schools Policy.</p> <p><b>Aim:</b> To create a smoke-free school</p> <p><b>Objectives:</b> The objectives of the policy are:</p> <ul style="list-style-type: none"> <li>• To provide a smoke-free school environment for everyone,</li> <li>• To provide young people with a consistent message regarding tobacco use</li> <li>• To provide appropriate role models.</li> </ul>
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<p><b>3: Rationale</b></p>	<ul style="list-style-type: none"> <li>• Smoking is the single most preventable cause of premature death and ill health in the UK.</li> <li>• Second hand Smoke – “breathing other people’s tobacco smoke” causes at least 1,000 people to die a year. It has been shown to cause lung cancer, heart disease and cause the onset of asthma, chest and ear infections and cot death in children. It also leads to over 50 children being admitted to hospital per day. 80% of smokers take up the habit as teenagers with 450 children starting smoking every day. (ASH)</li> <li>• The Governments White Paper ‘Choosing health - making healthy choices,’ identifies plans to place restrictions on smoking within the workplace.</li> <li>• The school under the Health and Safety at Work Act (1974) has a duty of care to provide a healthy work environment.</li> <li>• Everyone has the right to a smoke-free environment.</li> </ul>
	<ul style="list-style-type: none"> <li>• Schools have a major role to play in health education and prevention.</li> <li>• Young people need to receive consistent messages and require non-smoking role models within the school. It has been shown that the biggest factor affecting youth smoking is prevalence of adult smoking and young people’s exposure to seeing smoking. (ASH, 2004)</li> </ul>

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<b>4: Restrictions on smoking within the workplace</b>	<ul style="list-style-type: none"> <li>• Smoking is not permitted in any part of <b>icollege</b> premises, including kitchens, within the entrance area to the units or on land adjacent to the school building (car park, garden areas, sports pitches, walkway etc.) where this forms part of <b>icollege</b> premises.</li> <li>• The enforcement of this total smoking ban will be the responsibility of all Health &amp; Safety designated responsible persons within the school. The school's disciplinary procedure will apply for dealing with employees who breach the smoking ban at work. Employees who raise genuine concerns about breaches of this policy will be protected from victimisation.</li> <li>• This policy applies to employees, students, parents, visitors, members of the public, contractors and others working or using the school's premises or vehicles. This policy will be clearly advertised and visitors to the school will be informed of it.</li> <li>• Staff are authorised to ask non-employees who breach the policy to leave the premises.</li> <li>• The smoke-free policy will apply to all activities held on school premises including those held during school hours and out of school hours. This includes all social and sporting events, and any meetings organised which are attended by school employees as part of their work and/or visitors to such meetings/events.</li> <li>• Employees should avoid being seen smoking in public in sight of pupils, parents and visitors in order to reinforce a comprehensive approach.</li> <li>• Non-compliance by students will be dealt with in agreement with the school's Disciplinary Procedure. This needs to be considered in the light of safeguarding, attendance, emotional well-being, academic and life chances, sensitivity to the community etc.</li> <li>• If student smoking does occur, it will be micro-managed on an individual basis by the senior member of staff on site, not 'social' and not facilitated by employees.</li> <li>• Students with their parents/carers are required to sign a 'no-smoking' agreement on admission.</li> </ul>
<b>5: Designated smoking areas</b>	<p>There are no designated smoking areas provided within the school premises and no facilities for smoking in the workplace will be provided although support will be given to student smokers to assist them to stop smoking by way of PSHE, smoking cessation groups, daily safe keeping of tobacco and tobacco products on arrival etc.</p>
<b>6: Vehicles</b>	<p>The smoking ban will apply to all school owned/hired/leased vehicles. No-one will be allowed to smoke inside any school owned/hired/leased vehicles. Employees are reminded that it is illegal to smoke in a vehicle transporting anyone under 18.</p>

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<b>7: Help with smoking cessation</b>	<p>The school will support employees and students in school wishing to give up smoking by advertising and promoting the Berkshire Stop Smoking Services. The services offered include group and one on one therapy.</p> <p>PSHE programmes support anti-smoking and those students who are smokers on admission, will be expected to reduce their smoking between entry to the <b>icollege</b> and leaving.</p> <p>Where practicable, requests from employees (and students) to attend smoking cessation programmes during working hours will be supported.</p>
<b>8: Education and Publicity</b>	<p><b>icollege</b> is a No Smoking school and this should be made clear within all its appointments, procedures, staff handbooks and the school prospectus.</p> <p>Suitable posters and No Smoking Signs will be displayed in school areas to create a positive visual message which supports a Smoke-free working environment.</p>
<b>9: New Buildings</b>	<p>This policy will apply equally to all future premises at the design stage of any new building, and refurbishment or relocation project.</p>
<b>10. Associated Policies and Links</b>	<p>Disciplinary Procedure Health &amp; Safety Policy and Procedures Substance Misuse Policy</p>

<b>11: Change Record</b>				
Version Number	Date Approved	Management Committee Minute Reference	Description of Amendments	Review Date
3	14.11. 7	H&SP committee	Transferred to <b>icollege</b> format and contact details updated	Oct 2017

### Keeping Children Safe in Education September 2019

All staff with the iCollege understand the need to safeguard and promote the welfare of children; this includes protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

Children includes everyone under the age of 18.

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<b>Approved by:</b>	H&SP committee - MC
<b>Signed:</b>	e-signed
<b>Print name:</b>	Karen Reeve
<b>Position:</b>	Chair Management Committee
<b>Date:</b>	14.11.17
<b>Review date:</b>	Sept 2020