Uxendon Manor Primary School

No Smoking policy

Date	Review Date	Coordinator	Nominated Governor
July 2016	July 2017	Jon Parry / Lee Austin	

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Health and Safety at Work 1974
- Workplace (Health, Safety and Welfare) Regulations 1992
- Management of Health and Safety at Work Regulations 1999
- Food Hygiene (England) Regulations 2005
- Food Hygiene (Northern Ireland) Regulations 2005
- Food Hygiene (Wales) Regulations 2005
- Regulatory Reform (Fire Safety) Order 2005
- Health Act 2006
- Smoking (Northern Ireland) Order 2006
- Smoke-free (Premises and Enforcement) Regulations 2006
- Smoke-free Premises (Wales) Regulations 2007
- Smoke-free (exemptions and Vehicles) Regulations 2007
- Smoke-free (Offences in Vehicles and Fixed Penalty Notices) Regulations 2007
- Smoke-free (Signs) Regulations (Northern Ireland) 2007
- Equality Act 2010
- Smoke-free (Signs) Regulations 2010

We are aware that it is illegal under the Health Act 2006 (and regulations made under the Act) to expose a person in an enclosed workplace to second-hand smoke. Therefore, smoking is prohibited in any part of the school building, school grounds, school playing fields, on educational visits, school events and school letting events.

We believe it is our duty to discourage school personnel and pupils from smoking by highlighting the damaging effects it has on a person's health. We will provide support and advice to all smokers but we hope all school personnel will act as role models.

We will ensure that the school environment becomes smoke free and anyone found breaching this policy will face disciplinary action.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

© TRC Ltd 2016

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To comply with the Health Act 2006 (and regulations made under the Act) in order to protect all employees and pupils from second-hand smoke.
- To work with other schools and the local authority to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Board of Governors

The Board of Governors has:

- appointed a member of staff to be responsible for Health and Safety;
- responsibility in supporting school personnel and pupils to maintain their health and wellbeing and in helping those stop smoking;
- responsibility to ensure that the school complies with the Health Act 2006;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- a duty to make effective use of relevant research and information to improve this policy;
- nominated a link governor to:

  - ☐ visit the school regularly;
  - ☐ work closely with the Headteacher and the coordinator;
  - ☐ ensure this policy and other linked policies are up to date;
  - ☐ ensure that everyone connected with the school is aware of this policy;
  - ☐ attend training related to this policy;
  - ☐ report to the Governing Body;
  - ☐ report to the Governing Body on the success and development of this policy.

- responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher

The Headteacher will:

- ensure the school complies with the Health Act 2006;

© TRC Ltd 2016

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- ensure approved 'No Smoking' signs are placed:

  - ☐ in school entrances
  - ☐ in the school hall
  - ☐ in school vehicles
  - ☐ in other conspicuous places around the school

- deal with any breaches to this policy;
- apply sanctions if anyone breaches this policy;
- keep a record of all breaches to this no smoking policy;
- provide a duty of care for all pupils from smoking when attending educational visits and inter school sporting activities;
- ensure the school curriculum informs pupils of the health risks of smoking;
- work closely with the link governor and co-ordinator;
- provide leadership and vision in respect of equality;
- make effective use of relevant research and information to improve this policy;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by speaking with school personnel, parents and governors;
- report to the Governing Body on the success and development of this policy.

Role of the Coordinator

The coordinator will:

- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated governor;
- ensure all school entrances and areas of the school where parents meet have 'No Smoking' signs clearly displayed;
- ensure that all visitors and school letting events are aware of this policy;
- make effective use of relevant research and information to improve this policy;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- undertake risk assessments when required;
- review and monitor;
- report to the Governing Body on the success and development of this policy.

Role of School Personnel

School personnel will:

- comply with this policy;
- seek advice and support if they wish to give up smoking;
- take reasonable care of themselves and others whilst at work;
- co-operate with the Headteacher and others in school to comply with legislation;
- inform pupils that smoking damages people's health;

© TRC Ltd 2016

- act as role models;
- ask any visitor who is seen smoking on the school premises to refrain from smoking;
- report any breach to this policy;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community.

Role of Pupils

Pupils will:

- be aware of and comply with this policy;
- be informed of the harmful effects of smoking;
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;
- treat others, their work and equipment with respect;
- support the Home School Agreement and guidance necessary to ensure the smooth running of the school;
- liaise with the school council;
- take part in questionnaires and surveys.

Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy;
- be asked to take part in periodic surveys conducted by the school
- support the Home School Agreement and guidance necessary to ensure smooth running of the school

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Prospectus
- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as letters and newsletters
- reports such annual report to parents
- information displays around the school

Training

All school personnel:

© TRC Ltd 2016

- have equal chances of training, career development and promotion
- receive training on induction
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

Headteacher:		**Date:**	
Chair of Governing Body:		**Date:**	

© TRC Ltd 2016