**Whole School Smoke-Free Premises Policy**

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**Monitoring and Evaluation**

The policy will be developed and reviewed with the whole school community. It will be monitored by the Headteacher to ensure compliance and implementation.

The policy will be reviewed annually and approved by the governing body. This Policy refers to non-residential schools.

**Date: July 2022**

**Whole School Smoke-Free Premises Policy**

**Executive Summary/ Overview for Parents & Guardians**

St. Andrew’s Primary School is a smoke-free school.

Smoking is not permitted in any part of the school’s premises, associated school grounds or school vehicles. There are no designated smoking areas within the school buildings or grounds.

The Smoke-free policy applies to all events/activities held in the school, including before or after school sessions which are attended by school employees as part of their work and/or visitors to such meetings/events.

This policy applies to everyone using the school premises or vehicles and all vehicles used on school business to transport school staff or learners.

No Smoking signs must be displayed in a prominent position at, or near entrances to smoke-free premises and grounds.

For the purposes of this Smoke-Free Policy, e-cigarettes shall be classed in the same manner as smoking. This includes prohibiting the use of e-cigarettes in all school buildings, grounds and vehicles.

This school is part of the Smoke–free Gates initiative and smoking and vaping at the school gates is actively discouraged.

School staff and governors are responsible for supporting a smoke-free school, monitoring compliance with the policy and acting on concerns arising from smoking behaviours.

Smoking on school grounds can result in a fixed penalty fine of £100.

When smoking cessation is required, persons will be signposted to the national smoking cessation service, Help Me Quit (HMQ). Contact HMQ by phone – 0800 085 2219 or via the HMQ website – [www.helpmequit.wales](http://www.helpmequit.wales)

1. **Introduction**

­St. Andrew’s Primary School is a smoke-free school. We take seriously our duty to promote the health of all who work, study and play here and no one is permitted to smoke in our school buildings and school grounds. As defined in the *Smoke-Free law: guidance on changes from March 2021* school grounds are those that are not enclosed or substantially enclosed and are used exclusively or mainly, by the school for education, sporting or recreational purposes. For additional clarity in regards to Smoke-Free School Grounds see: <https://gov.wales/smoke-free-law-guidance-changes-march-2021-html#section-58274> [[1]](#endnote-1)

On the 2nd April 2007 the Smoke-free Premises etc. (Wales) Regulations (“the 2007 Regulations”) came into effect. These Regulations were introduced to save lives and prevent diseases caused by second-hand smoke. The Regulations were made using the powers in Chapter 1 of Part 1 of the Health Act 2006.

With the introduction of Chapter 1 of Part 3 of the Public Health (Wales) Act 2017 (“the 2017 Act”) and the Smoke-free Premises and Vehicles (Wales) Regulations 2020\* (“the 2020 Regulations”) that came into force on 1 March 2021, it is now illegal to smoke on school grounds. Smoking is the main cause of premature death in Wales. The regulations have been introduced to reduce second-hand smoke, prevent smoking-related diseases, de-normalise smoking and save lives.

\* *The above legislation ‘only covers smoking tobacco. It does not include e-cigarettes’. All references in this Smoke-Free Premises Policy relate to ‘the definition in the legislation which covers the smoking of cigarettes, pipes, cigars, herbal cigarettes and waterpipes (often known as hookah or shisha pipes) etc.  Therefore, an individual will not be committing an offence if they were to use an e-cigarette (vaping) in a setting that is required to be smoke-free. However, those responsible for particular places and settings may introduce voluntary, non-legislative requirements on e-cigarette use if they wish’. For the purposes of this Smoke-Free Policy, e-cigarettes shall be classed in the same manner as smoking of other materials in all cases. This includes prohibiting the use of e-cigarettes in all school buildings, grounds and vehicles.*

In addition, *this school is part of the Smoke-Free Gates initiative whereby both smoking and vaping at the school gates is actively discouraged.*

\*\* If other substances are being smoked or used which fall outside of the above definition, then please refer to the Substance Use & Misuse Policy as deemed appropriate.

1. **Aims:**

* To comply with the Chapter 1 of Part 3 of the Public Health (Wales) Act 2017 (“the 2017 Act”) and the Smoke-free Premises and Vehicles (Wales) Regulations 2020 (“the 2020 Regulations”)
* To ensure ‘**No Smoking signs’** aredisplayed in a prominent position at, or near each entrance to any smoke-free premises and grounds so everyone is aware. The legislation has a number of requirements for ‘No smoking’ signs.
* To provide a smoke and vape-free environment for the whole school community, protecting the right of learners, staff, parents and visitors to not be exposed to second-hand smoke [[2]](#endnote-2)
* To improve the health of the whole school community
* To educate the whole school community on the benefits of being smoke-free and the risks associated with smoking & second-hand smoke
* To reduce smoking-related litter on the school grounds and around school gates
* To be a healthy role model within the local community
* To contribute towards the de-normalisation of smoking and vaping amongst children and young people
* To ensure a whole-school approach to smoking and vaping
* To adopt and support education and interventions that aim to prevent the uptake of smoking amongst the learners, staff, parents/carers, contractors and members of the wider community
* To reduce the prevalence of smoking across the whole school community by signposting to Smoking Cessation Services
* To meet the Welsh Network of Healthy Schools National Quality Award (NQA) Minimum Standard 11 for Substance Use and Misuse

1. **Rationale:**

Smoking is associated with a wide variety of diseases and is the largest single cause of avoidable early death in Wales[[3]](#endnote-3). Exposure to second-hand smoke (smoke from other people’s cigarettes) can also have a negative impact on health.

All members of the school community have the right to work and learn in a smoke-free environment.

Smoke-free school grounds support smoking prevention, cessation and the ongoing reduction in the number of people smoking in Wales. It aims to reduce children and young people’s exposure to smoking; denormalises the behaviour; reduces their likelihood of taking smoking up and supports ex-smokers to remain smoke-free.

The following section can be tailored to your own or local SHRN report if applicable:

The 2019-2020 School Health Research Network (SHRN) Report[[4]](#endnote-4) shows that the number of young people smoking in Wales is low. Some learners report smoking before the age of 11, and smoking rates increase with age. Smoking rates also differ depending on ethnicity, gender identification and family affluence levels. St. Andrew’s Primary School recognises socio-economic inequalities exist in smoking, and through this policy will provide a smoke-free setting and support a smoke-free lifestyle for all learners.

The majority of smokers start as teenagers[[5]](#endnote-5). The earlier a person starts smoking, the more likely they are to continue, and the greater the risk to their health[[6]](#endnote-6). Educating all learners around the dangers of smoking and vaping provides them with information and skills to make informed decisions about their health behaviours.

A whole-school smoke-free policy; adult and peer led smoking prevention interventions; and staff training and development, are all included in the National Institute for Health and Care Excellence (NICE) recommendations for smoking prevention in schools.

The number of children and young people’s regularly using e-cigarettes is low. Experimentation is higher; however, their long-term effects remain unknown. They are included in this policy because:

* There are no benefits to children and young people using E-cigarettes[[7]](#endnote-7)
* E-cigarettes may normalise smoking for those who have never smoked and influence their uptake of similar behaviours
* Young people who have not previously smoked cigarettes may try e-cigarettes or be influenced by adults smoking e-cigarettes
* Mixed messages around e-cigarettes and their various flavours may attract young people to using them

Smoke-Free School Grounds, Smoke-Free School Gates and a lack of visibly smoking/vaping school staff, visitors and parents/carers, provides healthy environments and positive role models for learners. This contributes to the development of a health-promoting school and learners’ healthy behaviours.

1. **Links to National guidance and other key policies/procedures**

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| This policy has been developed with reference to the following:   * The Smoke-free Premises and Vehicles (Wales) Regulations (2020) * Smoke-free Premises etc., (Wales) Regulations (2007) * [NICE Guidance PH23, Smoking Prevention in Schools (2010)](https://scanmail.trustwave.com/?c=261&d=ndCO4QY_mH7yWs-NxTp_S6qbgMtBUKPVd0Abrx0vow&u=https%3a%2f%2fwww%2enice%2eorg%2euk%2fguidance%2fph23) * Welsh Government: Guidance for Substance Misuse Education (2013) * Curriculum and Assessment (Wales) Act (2020) / Curriculum for Wales Guidance * Welsh Government: Personal and Social Education Framework and Science Curriculum (2008) * [Welsh Government: Wales Safeguarding Procedures](https://scanmail.trustwave.com/?c=261&d=ndCO4QY_mH7yWs-NxTp_S6qbgMtBUKPVdx0SqB4vpw&u=https%3a%2f%2fwww%2esafeguarding%2ewales%2f) * Equality Act (2010) | This policy should not be seen in isolation as it has clear links with the following school policies   * Substance Use & Misuse Policy * Behaviour and Engagement Policy * Child Protection/Safeguarding Policy * Anti-Bullying Policy * Health and Safety Policy * Educational Visits Policy * Confidentiality Policy * Complaints Policy * Personal and Social Education (PSE) * Use of Reasonable Force and Physical Intervention * County No Smoking Policy * County HR policies such as Disciplinary Policy |

1. **Consultation/ Development of the Policy**

Staff, governors, learners, parents/carers and members of the wider school community including outside agencies as appropriate, have been included in the development of this policy and practice in relation to smoking & vaping.

**5.1 Dissemination of this Policy**

Staff will have the knowledge and understanding of policies, procedures and agreed practice to support the implementation of this Smoke-Free Policy through staff training and policy dissemination. It is provided in staff induction, staff appointments, contracts, handbook, the school prospectus, school website and notice boards. It will be widely publicised to staff, learners and the whole-school community, parents of new entrants will also be informed of it, as will contractors, other workers and visitors. It will also be included in contracts for those hiring the use of the school premises.

**5.2 Location of Policy:**

Policy can be found on the school website.

1. **Equality**

This Policy applies to everyone. As an employer and provider of services, St. Andrew’s Primary School will not unlawfully discriminate on the grounds of age, disability, gender, gender reassignment, race or ethnicity, religion or belief, sexual orientation, marriage or civil partnership, pregnancy and maternity or on the grounds of Welsh language.

* All learners, their parents and guardians, volunteers, staff and school governors are valued and will be treated with dignity and respect. We will not tolerate any form of discrimination, harassment or victimisation.
* We will work across our school community to ensure our commitment to equality and fairness is shared and take steps to ensure that our school is accessible, welcoming and inclusive.

1. **Roles & Responsibilities-**

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| **Member of staff responsible for the Smoke-Free Policy** | Rebecca Harrod/ Paul Burgoyne |

**7.1 Headteachers**

*The person who controls or is concerned with the management of the school grounds must take reasonable steps to stop a person who is smoking there from smoking.* The implementation of this policy is used to support this responsibility.

*The Headteacher will also:*

* Work with Governors to ensure compliance with the policy, and keep them informed of provision, issues and progress around smoking
* Allocate responsibility to a designated staff member for a whole school approach to being a smoke-free school
* Act upon any concerns which may arise from learners smoking behaviours
* Share intelligence with relevant partners/ Crime Stoppers/Trading Standards about illicit tobacco
* Keep a record of incidents

**7.2 Governors:**

* The Governing Body has the responsibility to review and ensure there is an up-to-date policy that ensures the school complies with government legislation.
* The Governing Body, in co-operation with the Headteacher, is expected to involve families, learners, health and other professionals to ensure the smoking curriculum addresses the needs of learners, local issues and trends.
* Ensure regular evaluation of provision and policy.

**7.3 Designated Staff/ PSE Lead/ Health & Well-being Lead:**

* Staff have the responsibility of ensuring that there is a good quality, whole school, skills based and age-appropriate smoke-free education programme in place.
* Consult with learners about what they need or would like to learn.
* Formulate the programme of study and liaise with colleagues to ensure provision across the whole school.
* Monitor and evaluate the programme of study.
* Liaise with outside agencies and coordinate their involvement with smoke-free education.

**7.4 All staff:**

* Support a smoke-free school
* Report illicit tobacco intelligence to the Headteacher
* Instigate safeguarding procedures if relevant, for learners involved in smoking/ tobacco related incidents
* Remain present at all times when outside agencies deliver educational sessions with learners.
* Are supported & are authorised to ask others including non-employees to adhere to the policy.

**7.5 Outside agencies:**

* Whilst the responsibility for organising and delivering the curriculum rests with the school, there may be times when an external contributor can add value and bring additional experience.
* Any outside agency will familiarise themselves with the school smoke-free policy when planning and delivering sessions at the school.

**7.6 Parents & Carers:** -

* To respect the Smoke-Free Policy and not smoke or vape on school grounds
* To support their child to adhere to the Smoke-Free Policy
* Feel empowered to access non-judgemental & free support offered through the school
* Feel encouraged and supported to be actively involved in their child’s smoke-free education
* To not smoke in a vehicle carrying a child (person under the age of 18 years old). This is in line with current legislation.

1. **Staff Training**

The Senior Management Team will ensure there is adequate training and resources for all staff involved in the delivery of this Policy.

1. **Providing a smoke-free environment**
   1. **School Premises**

* Smoking is not permitted on any part of the school’s premises and associated school grounds. There are no designated smoking areas within the school buildings or grounds.
* The smoke-free requirements will not apply to a dwelling that is within a school grounds. For example, the garden of a caretaker’s house within the school grounds would not be required to be smoke-free.
* This school is part of the Smoke-Free Gates initiative and smoking and vaping at the school gates is actively discouraged.
  1. **Visits**
* The Smoke-free policy applies to all events/activities held in the school, including before or after school sessions which are attended by school employees as part of their work and/or visitors to such meetings/events.
* This Policy applies when learners are taken off site for any reason, e.g. school excursions.
  1. **Transport**
* This policy applies to everyone using the school premises or vehicles and all vehicles used on school business to transport school staff or learners.
* It is against the law to smoke in a vehicle that is used wholly or mainly for work purposes or carries learners or members of the public. ‘No smoking’ signs are required to be displayed.
* Smoking is not permitted in any school vehicle, nor is it permitted in any commercial vehicle transporting learners on school journeys/ educational trips in accordance with the legislation
* Our staff are asked to refrain from smoking in their own vehicles when carrying passengers on behalf of the school.
* The driver, operator or person responsible for a smoke-free vehicle must take reasonable steps to stop smoking in the vehicle: <https://gov.wales/smoke-free-law-guidance-changes-march-2021-html#section-58227>

1. **Environment**

Providing a smoke-free environment will reduce smoking related litter in and around the school premises.

**10.1 Smoke-free School Gates**

The school is part of the Smoke-free School Gates initiative to further reduce exposure to second-hand smoke and de-normalise smoking. Signs are displayed at the school gates. Any visitors to the school are encouraged to comply with the Smoke-free School Gates initiative.

1. **Smoking Cessation Support**

When smoking Cessation is required, persons will be signposted to relevant agencies. Smoking cessation support posters, displays and statutory no smoking signage will be displayed in school areas to create a positive visual message which supports a smoke-free working and learning environment

* The school will support smoking staff to quit by displaying the Help Me Quit helpline number in the staffroom (0800 0852219).

1. **Curriculum**

Learners will be educated about the risks of smoking and vaping as part of the schools health and wellbeing scheme of work.

**12.1 Personal and Social Education (PSE) / Health & Well-being AoLE**

We are committed to creating a smoke-free and vape-free environment while developing learners’ knowledge, attitudes and skills in decision making around smoking. We will ensure that smoke-free education is part of a broad and balanced health and well-being curriculum. A range of age appropriate methodologies will be used to deliver smoke-free education with the aim to prevent the uptake of smoking. Education will include equipping learners with the knowledge and practical skills to make informed positive health choices in relation to smoking.

**12.2 School Nurse** **& Youth Support Service**

The School Nurse and Youth Support Service may provide support, advice and signposting to the school community on smoking related issues, and will emphasise the smoke-free message and culture of the school in all aspects of work carried out.

1. **Responding to smoking related incidents:-**

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| *Smoking on school grounds can result in a fixed penalty fine of £100. The following procedures will apply when there is non-compliance with the Smoke-Free Policy*  ***13.1 Procedures for dealing with an incident –***  *Staff who become aware of incidents involving learners and smoking will inform the responsible staff member. The responsible staff member will then notify the Headteacher/Deputy Headteacher/Senior leader. The response will depend on the type and degree of risk, with some situations requiring immediate action.*  *Learners and staff who disregard the policy will be disciplined according the school’s disciplinary and behavioural procedure.*  *All tobacco will be confiscated and destroyed.*  ***Immediate action is needed when there is a clear risk to safety, for example:***   |  |  | | --- | --- | | ***Example*** | ***Action*** | | *Tobacco is being supplied on, or near premises to underage learners* | ***Contact police*** | | *Learners in possession tobacco* | ***Contact parents*** |   ***Contact with Parents***  *There will be a reasonable attempt to contact parents to inform them of any tobacco related incident* ***unless****:*   * *There are child protection concerns* * *It would interfere with a school investigation* * *It would interfere with a police investigation* * *It could result a greater harm to the child for another reason.*   ***Contact with Police***  *The school will refer to the School Crime Beat Protocol guidance for tobacco related incidents, if appropriate.*  ***Procedure for dealing with a learner after an incident***  *Staff who become aware of difficulties and /or incidents involving learners will inform the Headteacher.*  *The response will depend on the type and degree of risk, with some situations requiring immediate action and others requiring time for assessment of information, seeking advice and the involvement of other agencies. In all cases the safety and security of learners is priority.*  *If a learner is at risk because of impaired mental state, parents should be contacted and required to take control of their child. Failing that, any emergency contact will be asked to assist. Alternatively, social services and the police can be called for advice.*  ***Supporting learners after an incident***  *The school will have procedures in place to protect the welfare of any learner after an incident. They may require support in the period following a tobacco incident, as they may feel extremely vulnerable at the time.*  *The range of responses may include:*   * *Learner assistance programmes* * *Referral to smoking cessation service* * *School based counselling* * *Youth support services* * *Behaviour contracts* * *Restorative approaches* * *Fixed term exclusion* * *Permanent exclusion*   ***Recording of Incidences***  *At St. Andrew’s Primary School, the system for recording an incident must include accurate factual records of all tobacco and related incidents.*  ***Out of School Procedures***  *The school has no role in dealing with tobacco incidents outside school hours and premises other than on school trips. On educational trips, including residential, the school Smoke-Free policy will apply.*  ***Safeguarding and Confidentiality***  *Teachers will not promise confidentiality. The boundaries of confidentiality will be made clear to learners. It may be necessary to invoke local Child Protection if a learners’ safety or welfare or that of another learner is under threat. If a learner discloses information which is sensitive, not generally known, and which the learner asked not to be passed on, it will be discussed with a senior member of staff.*  *Confidentially maybe broken against the wishes of the person confiding the information when necessary:*   * *Where there is a child and young person safeguarding issue* * *Where the life of a person is at risk or there is a risk of serious harm to others* * *When criminal offences are disclosed*   *Every effort will be made to secure the learners’ agreement to the way in which the school intends to use any sensitive information.*  ***Procedure for Dealing with Incidents Involving Staff***  *Tobacco related incidents involving staff is subject to the ‘Disciplinary Procedures for School Staff’*  ***Procedure for Dealing with Incidents Involving Adults (not staff)***  *Where a parent/carer or visitor is/or appears to be involved in a tobacco related incident they may be asked to leave the premises immediately and reported to the relevant agency if appropriate. e.g. selling tobacco to learners – report to School Liaison Officer*  ***Staff***  *The Schools Disciplinary Procedure will be followed for members of staff who do not comply with the Schools Smoke-Free Policy (Please refer to school staff disciplinary policy). The staff member will be offered support to help quit smoking through linking them with appropriate support in the community.*  ***Learners***  *Learners are not permitted to smoke or vape on the school premises. Any learner found smoking will face the same sanctions, and be offered the same opportunities for support, as those using any other type of drug (see wider substance misuse policy).*  ***Non-staff members/school visitors/parents***  *Staff are authorised to ask non-employees who breach the policy to adhere to the policy.*  *In all cases where physical violence/intimidation is threatened/encountered, assistance of the police will be sought.*  ***Media content***  *Staff at St. Andrew’s Primary School will not report incidents and/ or issues concerning tobacco use to the local press or media generally. The Headteacher in conjunction with the LEA & Governors will deal personally will all media matters. All media inquiries will be referred to the Council Press Office.* |

1. [↑](#endnote-ref-1)
2. [↑](#endnote-ref-2)
3. [↑](#endnote-ref-3)
4. [↑](#endnote-ref-4)
5. [↑](#endnote-ref-5)
6. [↑](#endnote-ref-6)
7. [↑](#endnote-ref-7)