

Smoke Free Policy

Audience:	REAch2 Staff Local Governing Bodies Cluster Boards Trustees School Visitors and Contractors
Ratified:	REAch2 Executive Team September 2023
Other related policies:	REAch2 Health & Safety Policy REAch2 Disciplinary Policy
Policy owner:	Nic Carstens, Head of Health, Safety & Wellbeing
Review:	Every 3 years

At REAch2, our actions and our intentions as school leaders are guided by our Touchstones.



Leadership

Finding the leader in all of us.



Inclusion

Realising the greatness in our difference.



Learning

Creating exceptional opportunities for learning.



Enjoyment

Loving what we do.



Inspiration

Feeling the power of the possible.



Integrity

Being courageously true to our purpose.



Responsibility

Unwavering commitment to seeing things through.

<i>Policy Overview</i>	4
<i>Policy In Detail</i>	5
Roles and Responsibilities	5
Smoking on School Premises	5
E–cigarettes on School Premises	5
Smoking Locations	5
Smoking Waste	6
Smoking Breaks	6
Smoking in Vehicles	6
Disciplinary Action	6
Health Education and Support	6
Reporting Non–Conformances	6
Fire Safety	7
<i>Policy Review</i>	7

Policy Overview

REAch2 Academy Trust has a duty to protect employees and pupils from the harmful effects of smoking. The Trust recognises that staff who are looking to stop smoking and improve their health may need support.

In 2019, the Government published its green paper on preventative health; [Advancing our health: prevention in the 2020s](#). Here, it announced an ambition for England to become 'smokefree' by 2030 – achieved when adult smoking prevalence falls to 5% or less.

The Trust supports this objective by ensuring that all REAch2 locations are smoke free.

The principles outlined in this policy apply to all staff, pupils, visitors, contractors, parents and any other person in school or using the school property.

For the purpose of this policy, smoking is defined as any tobacco containing product or e-cigarette.

Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Children and Young Persons (Protection from Tobacco) Act 1991
- Health Act 2006
- Equality Act 2010
- Nicotine Inhaling Products (Age of Sale and Proxy Purchasing) Regulations 2015
- Public Health England (2016) 'Use of e-cigarettes in public places and workplaces'
- DfE (2022) 'Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement'

Policy In Detail

Roles and Responsibilities

Head of Health, Safety & Wellbeing will:

- Be responsible for the overall implementation of this policy.
- Ensure this policy is reviewed annually and shared with all staff members
- Respond and support schools with complaints related to smoking
- Support the HR Team and Headteacher with any formal disciplinary action

The Headteacher will:

- Ensure that all staff are aware of this policy.
- Take appropriate action should anyone be smoking on school premises
- Be responsible for determining and implementing disciplinary measures for those who do not follow this policy.

Staff will:

- Act in accordance with this policy at all times.
- Report incidents of smoking in and around the school premises to the Headteacher.

Smoking on School Premises

Smoking is prohibited on REAch2 premises at all times; there are no designated areas available on school premises for smoking.

E-cigarettes on School Premises

For the purpose of this policy, the process of using an e-cigarette is defined as vaping. Although e-cigarettes are not covered by the Health Act 2006, REAch2 schools adopt a fully smoke-free environment, and recognise that the use of e-cigarettes, whilst safer for health than cigarettes, still pose some hazards, particularly for those with asthma and respiratory conditions who may be affected by the vapour.

Smoking Locations

Smoke is not permitted on school premises at any time. Staff must not smoke around school entry points during school hours or in view of pupils. No smoking is permitted near to vents, intakes or areas that might cause a nuisance to neighbouring properties. The Headteacher, supported by the Head of Estates and Facilities and Deputy Director of Education will be permitted under this policy to define those areas.

Smoking Waste

No smoking debris should be left on the floor outside the school. If necessary, and with advice from the Estates Team, the school may affix a waste bin outside school suitable for smoking debris.

Smoking Breaks

If an individual wishes to smoke, they are only be permitted to do so during arranged break times but not if it affects their ability to fulfil their duties, such as lunch and break supervision. No additional 'smoking breaks' will be provided.

Smoking in Vehicles

Smoking or vaping is not permitted at any time in a vehicle being used on behalf of the school, e.g. school minibuses.,

Smoking or vaping is not permitted in any personal vehicle while it is on the school premises.

Disciplinary Action

If a member of staff breaches any of the guidelines in this policy, they may be subject to disciplinary action.

Visitors and contractors who breach the guidelines in this policy will be asked to stop smoking or to leave the premises. Refusal to comply with this request will result in the school contacting the police if necessary. Contractors who are appointed by the Trust may be subject to automatic contract review in the event of an offence or breach of this policy being identified. Template posters will be made available on REAchIn for schools to use at entrance points to the school.

Health Education and Support

The Trust will support employees who want to quit smoking. All smokers will be encouraged to contact the Smokefree National Helpline on 0300 123 1044. The Headteacher or relevant Head of Service will provide appropriate and reasonable support to enable access to services. Additionally, the Trust operates a free staff counselling service, enabling all REAch2 staff access to 6 free of charge sessions per year, which can be accessed for support to quit smoking.

Reporting Non-Conformances

Staff who witness contractors smoking on site should report it to the Headteacher or directly to the Trust's H&S Team through a Changing Attitudes Towards Safety (CATS) report on Parago. Please see the Incident Management Policy or [REAchIn](#) for more information on reporting processes.

Fire Safety

There have been instances of e-cigarettes exploding or catching fire. The recharging of e-cigarettes is not permitted on school premises.

Policy Review

The Smoke Free Policy will be reviewed **every three years** or sooner, taking into account any legislative changes.

Any changes made to this policy will be communicated to all relevant stakeholders.