

**SMOKE & VAPE FREE POLICY & PROCEDURE  
FOR ALL SCHOOLS BASED STAFF IN LOCALLY  
MANAGED SCHOOLS & ACADEMIES**

**September 2023**



**Author:** Schools HR **Advisory** Service

**Version:** **1**

**Date:** **September 2023**

## Document Control

**Document Title: Smoke & Vape Free Policy**

### Summary

Publication Date	April 2022
Related Legislation / Applicable Section of Legislation	Health Act 2006; The Children and Families Act 2014; The Smoke-free (Signs) Regulations 2012; the Smoke Free [Exemptions and Vehicles] Regulations 2007
Related Policies, Strategies, Guideline Documents	Health Act 2006; Smoke Free Policy; the Smoke Free [Exemptions and Vehicles] Regulations 2007 Substance Misuse Policy
Replaces	Smoke Free Policy 2014
Joint Policy (Yes/No)	Yes
Name of Partner(s) if joint	Public Health & Wellbeing & Schools HR Advisory Service
Policy Owner (Name/Position)	Public Health & Wellbeing & Schools HR Advisory Service
Policy Author (Name/Position)	Will Townsend, Public Health Programme Officer Gill Windsor, Schools HR Advisory Service
Applies to	All school based staff of Rochdale Council, Community and Voluntary Controlled and where adopted by Voluntary Aided schools, Foundation schools and Academies

### Review of Strategy

Last Review Date	2014
Review undertaken by	N/A
Next Review Date	Summer term 2027

### Document Approvals

This document requires the following approvals.

Name	Title	Date of Issue	Version Number
Formal Teacher Associations			
Service Consultative Group			

## **CONTENTS**

## **Page**

Introduction	4
Main Policy Objectives	4
Policy Application and Detail	4
Vaping and E-Cigarettes	5
Arrangements for Ensuring compliance with the Policy	5
Support for 'Stop Smoking'	6
Employees Required to Visit Other People's Homes	6
Equality and Diversity Considerations	7

## **INTRODUCTION**

The School's Smoke and Vape Free Policy applies to any building and associated grounds within the immediate vicinity of the building which is wholly owned, leased or operated and occupied by the school/Rochdale Borough Council, the Diocese or Multi Academy Trust.

This policy covers staff, including agency staff, volunteers, parents/carers, visitors and contractors. It does not cover pupils on roll at the school

This policy has been developed through a collaborative approach, involving Rochdale Borough Council Schools HR Advisory Service, Public Health, Children's Services, the Pioneer Trust and RAEYPH.

Public Health are responsible for the protection and improvement of the borough's health. Smoking continues to be the leading cause of preventable illness and premature death in the UK and this policy helps to continue progress in reducing rates of smoking in the borough. While vaping can be a useful tool to quit smoking, it contains highly addictive nicotine and is not safe for children. This policy, therefore, will also aid in denormalising and reducing the visibility of vaping.

## **MAIN POLICY OBJECTIVES**

- To protect employees from the harmful emissions in tobacco smoke.
- To ensure support for employees who want to stop smoking.
- To require employees to adjust their smoking and vaping habits not to smoke or vape whilst at work.
- To demonstrate that the school is an advocate of healthy lifestyles and that employees, and other adults, are healthy lifestyle role models to children.
- The Health Act 2006 and accompanying regulations required all enclosed and "substantially enclosed" work and public places to be smoke free. The legislation also requires all vehicles that are used as a workplace by more than one person to be smoke free. In addition, all premises are required to display smoke free signage.

## **POLICY APPLICATION AND DETAIL**

The policy applies to 'any building and associated grounds within the immediate vicinity of the building that is wholly owned, leased or operated and occupied by the school, Rochdale Borough Council, the Diocese or Multi Academy Trust.

- It includes offices and associated grounds within the curtilage, and premises from which the school delivers services to the public.
- Where there are no grounds with the building, all entrances and exits will be smoke and vape free at all times.
- All school vehicles are to be smoke and vape free at all times, and private vehicles should be smoke and vape free whilst carrying passengers, including service users, whilst travelling and carrying out authorised duties.
- Employees, volunteers, visitors and contractors must not smoke/vape whilst in work and recognisable as school staff (liveried uniform/lanyard IDs)
- Smoking/vaping breaks other than authorised breaks in the working day will not be permitted.

## **VAPING AND E-CIGARETTES**

It is recognised that vaping is not the same activity as smoking, and it has a role to play in helping smokers to quit cigarettes. E-cigarettes pose a smaller risk to health in comparison to smoking cigarettes as they don't produce tar or carbon monoxide, two of the main components of a cigarette that cause significant harm to health. The liquid and vapour found in e-cigarettes may contain some potentially harmful chemicals also found in cigarette smoke but at much lower levels.

Although it is recognised that vaping is not the same activity as smoking, and it has a role to play in helping smokers to quit cigarettes, the use of electronic cigarettes/vapes are prohibited in school buildings as detailed above for the following reasons;

- The school/local authority has a responsibility to set high standards for the health and wellbeing of its employees and the general community.
- Prohibiting vaping is in the interests of people with asthma and other respiratory conditions who can be sensitive to a range of environmental irritants.
- For professional etiquette.

Vaping in school vehicles owned, leased or contracted is prohibited, consistent with existing policy on not smoking, eating or drinking in school vehicles for road safety reasons.

Fire safety concerns - policies on electric plug chargers for e-cigarettes/vapes should be consistent with those for charging mobile telephones and other personal devices, and they should not to be charged on site.

## **ARRANGEMENTS FOR ENSURING COMPLIANCE WITH THE POLICY**

The Governing Board is fully committed to ensuring it does not promote the use of tobacco by;

- a. Not investing in the tobacco/vaping industry where it is in direct control of the investments.
- b. Not selling tobacco/vape on any school owned premises.
- c. Not promoting it by any other means.

The Headteacher and Governing Board have a clear leadership role in visibly supporting the Smoke and Vape free Policy.

All job applicants and appointees will be advised that the school operates a Smoke and Vape Free Policy that covers all employees and visitors and extends to all school owned public buildings, workplaces and the grounds associated with the workplace.

A breach of the policy will occur if an employee smokes/vapes in a non smoking area, defaces or removes signs and notices associated with the policy, or intentionally breaches the policy in any other way.

To assist compliance with the Policy, the senior leadership team will champion the policy and act as role models. All staff have a responsibility to comply with the policy and have the confidence to promote it.

The Headteacher and employees are responsible for compliance and enforcement of the policy and ensuring compliance by visitors.

All members of staff are encouraged to make 'supportive challenges' to anyone smoking/vaping in smoke free areas.

### **SUPPORT TO 'STOP SMOKING'**

The school recognises that smoking is an addiction and aims to provide a supportive environment for employees to stop smoking.

The Headteacher and Governors will be considerate to those staff needing support to stop smoking.

Such employees may be referred to the locally commissioned Stop Smoking Service, Living Well, or will be supported to self refer to their own GP. Support to quit smoking is also available through the free NHS Quit Smoking app. The provision of stop smoking support will continue to be promoted amongst staff.

The school will aim to provide support for employees where this is practicable.

Staff will be entitled to take 3 visits to stop smoking support during working hours in any 6 month period. (The initial consultation is up to 1 hour in length and the two subsequent consultations are up to 1 hour in length. ~~This is in line with NHS Support Sessions arrangement~~).

### **EMPLOYEES REQUIRED TO ~~WORK IN~~ VISIT OTHER PEOPLE'S HOMES**

Employees within the school/Council are often required to visit people's homes for variable amounts of time, and during these visits they may be exposed to the harmful effects of passive smoke.

Where required the following working should be used;

*'It is expected that a smoke free environment will be provided whilst an employee is visiting a pupils home/accommodation.*

*It would therefore be appreciated if smoking by the parents/carers, or by others who may live in the house/accommodation (including visitors), did not take place during this time.*

*Our member of staff will be able to use discretion as to whether to leave your home if this request is not fulfilled.'*

Employees will inform parents/carers of this request at their first contact, and ask the clients to not to smoke in the presence of the employee.

This request should be included as standard on letters, appointment forms or other relevant correspondence. A standardised letter for informing service users will be produced by the Headteacher and/or Senior Leader.

If a smoke free environment cannot be provided, the employee can use their discretion and leave the situation. If it is a statutory service that must be provided, the alternative strategies should be explored in the following order of risk avoidance measures:

- a) Where possible agree to meet at an alternative smoke free venue.
- b) If the client vapes as well as smokes, ask if client would be willing to vape rather than smoke during the meeting
- c) If this is not possible leave the room whilst the parents/carers or someone else is smoking.
- d) If this is not possible, a request to increase the ventilation in the room should be made by opening a door or window. However, it must be noted that such ventilation will not reduce the risk of second hand smoke as this will not remove the carcinogens and other toxins from the smoke. It will only help to alleviate the discomfort caused by the particulate matter in smoke.
- e) Encourage the parents/carers to limit the number of cigarettes that they smoke whilst the employee is in their home.

Where exposure to second hand smoke continues, limit the employee's exposure by monitoring and restricting the amount of time they spend in smoking areas.

No employee should be expected to make consecutive visits to houses in which they are likely to be exposed to second hand smoke.

If none of the above measures can be implemented or fail to secure a reduction in risk, then consideration should be given to withdrawing employees from the situation.

Any employee who withdraws from a situation, in which they considered themselves to be at risk, and failed to secure improvement via any of the risk reduction methods outlined above, should tell their line manager as soon as possible so that alternative arrangements can be made.

Any issues involving parents/carers who do smoke should be documented appropriately to ensure employees have prior warning on future visits.

It is recognised that it may not be possible to remove all potential hazards from the workplace, but that it is the Headteacher's responsibility to identify risks and reduce these as far as is reasonably practicable.

Where an individual employee is experiencing particular health problems, e.g., asthma, or is pregnant, the school will conduct a risk assessment and advice may be sought from the schools Occupational Health provider.

## **EQUALITY AND DIVERSITY CONSIDERATIONS**

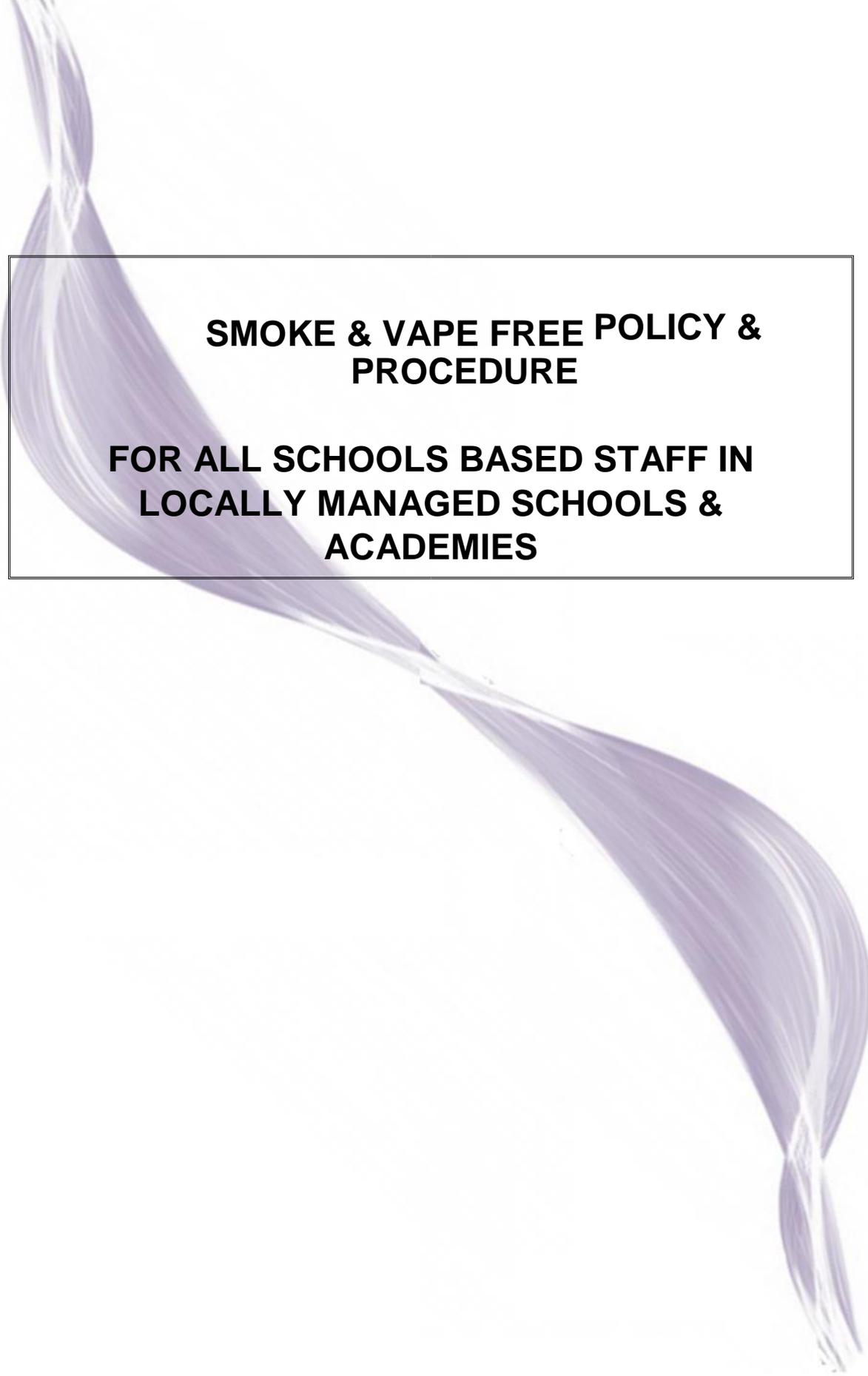
Headteachers/Governing Board are responsible for ensuring that they operate the procedure in line with the Council's/Schools Equality and Diversity policy to provide equality of opportunity for all employees.

The Council/School is committed to ensuring that no-one is discriminated against, disadvantaged or given preference, through membership of any particular group, particularly based on age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity. This procedure will be applied equally to all employees irrespective of their background or membership of a particular group.

In addition, in line with the Trade Union and Labour Relations (Consolidation) Act 1992 (TULRCA) Part 3, the Council/School is committed to ensure that employees are not

disadvantaged or discriminated against by virtue of their trade union membership in the application of this policy.

The school will regularly review this procedure's impact on any equality and diversity issues, and will identify any inequalities by monitoring and will take appropriate action where necessary.

A decorative graphic consisting of multiple overlapping, wavy, purple lines that form a central vertical shape, tapering at the top and bottom, resembling a stylized leaf or a flame. It is positioned behind the text box.

**SMOKE & VAPE FREE POLICY &  
PROCEDURE**

**FOR ALL SCHOOLS BASED STAFF IN  
LOCALLY MANAGED SCHOOLS &  
ACADEMIES**

## PROUD TO BE SMOKE AND VAPE FREE

Dear Parent or Guardian,

Norden CPS will be adopting a smoke and vape free policy. We are already a smoke-free school, but this policy means you can also no longer vape throughout our school grounds including:

- outside the school gates
- near school crossings
- on our sports fields

This applies to all school events and activities before and after school. Please note: It is not law but is a voluntary code. Norden CPS has chosen to take this action for the benefit of our children and parents and carers.

Banning smoking and vaping at the school gates helps de-normalise smoking and vaping in the eyes of children, which will make them far less likely to take up the habit later in life. Whilst vaping is less harmful than smoking, and can be a useful stop smoking aid, it is not harmless and it is not for children.

These are the other reasons why we have become a smoke and vape free school:

1. Protect children from harm
2. It is important to be positive healthy-lifestyle role models and to de-normalise smoking and vaping
3. Three out of four children are aware of cigarettes before they reach the age of five. Evidence tells us that children are less likely to start smoking if they do not see it.
4. Two thirds of smokers say they began smoking before the age of 18, when it's illegal to purchase cigarettes, and 9 out of 10 began before the age of 19.
5. Children exposed to second hand smoke are at much greater risk of cot death, meningitis, lung infections and ear disease. A child or parent who already has asthma or other respiratory conditions is also at a high risk of being affected by second hand smoke, even brief exposure can trigger an attack.

There is free help available to give up smoking. Contact Living Well Heywood, Middleton and Rochdale on 01706 392 210 or [LivingWellHMR@biglifecentres.com](mailto:LivingWellHMR@biglifecentres.com).

If you are concerned about your child smoking or vaping, you can contact the school nursing team on [Delete as appropriate]

[For Middleton schools] 0161 206 7721 or [middletonsht@nca.nhs.uk](mailto:middletonsht@nca.nhs.uk)

[For Heywood schools] 0161 206 7491 or [heywoodsht@nca.nhs.uk](mailto:heywoodsht@nca.nhs.uk)

[For Rochdale schools] 0161 206 0694 or [rochdalesht@nca.nhs.uk](mailto:rochdalesht@nca.nhs.uk) [For Pennines schools] 01706 671910 or [penninessht@nca.nhs.uk](mailto:penninessht@nca.nhs.uk).

We would like your support in making Norden CPS a smoke and vape free school and community. You can make the difference!

Rachael Bentham  
Head Teacher  
Norden Community Primary School

Copyright Rochdale Borough Council

December 2014, Revised September 2023