

School Smoking Protocol

Staff must adhere to the following protocol:

Premises

Smoking is prohibited throughout all enclosed and substantially enclosed buildings (i.e. those with a roof and more than 50% enclosed by walls) with no exceptions. Heathermount is a no smoking site.

Protocol Implementation

1. Members of staff will be given a copy of the Smoke – Free Policy and the School Smoking Protocol which will become art of their contract of employment.
2. Parents will be informed of the introduction of the Policy and Protocol.
3. Members of staff shall inform school visitors of the Policy and Protocol.
4. Signs and notices shall be posted in prominent positions throughout the school premises.

Headteacher's Duties

- To display statutory No Smoking Signs at all main entrances to school buildings as required by the legislation.
- To ensure staff, pupils, contractors and visitors do not smoke on site and in school vehicles.
- To investigate complaints regarding staff, pupils, contractors and visitors smoking.
- To inform staff, pupils, contractors and visitors on this protocol.
- To ensure that a written record of any incidents of smoking and how they were dealt with are kept.

Staff Duties

- To ensure that they or others do not interfere with no smoking signs.
- To comply with the Smoke-Free Policy.
- To ensure that parents, pupils, contractors and visitors do not smoke on site and in school vehicles.
- To report incidents of smoking in smoke-free areas and vehicles.
- Staff will only access a smoking break outside the school gate and walking up the road away from the school sign. Due to the Safeguarding responsibility agreed by all staff on employment, the smoking break taken can only be between the hour of 12:00pm-13:00pm.

- Smoking outside the school gates/driveway is not permitted during lesson time or non-teaching time or while the pupils are on site, as this poses a risk to the students and the staff and leaves the site unsecure.
- If staff require to smoke as a wellbeing tool, Senior Leaders must be approached first.

Parents, Pupils, Visitors Contractors and other visitors to site

- Parents, pupils, contractors and visitors are not permitted to smoke on site, or in he school owned/registered vehicles. Parents/visitors/taxi drivers/delivery people must also adhere to the no smoking requirements..

Help for those Who Smoke

This policy is not intended to stop people smoking but to regulate where they smoke and how it affects others. To help smokers adjust to the changes occurring they should contact the smoker's helpline on 0800 858585 who can advise of local support services.

Enforcement of this Protocol

Failure to comply with this policy will be dealt with through the school's disciplinary procedures. Visitors or members of the public who breach the protocol will be asked to stop smoking and will be asked to leave the premises if they fail to comply with this request. All breaches of this protocol will be recorded in writing by the school.