

## No Smoking Policy

Cottenham Academy recognises that smoking has an adverse effect on the health of staff and students and realises the benefits of enforcing a non-smoking policy. This policy applies to everyone who is on the site of Cottenham Academy. The Academy recognises that smoking is for many people a part of their lifestyle and culture. This policy seeks neither to condone nor condemn smoking but to ensure that procedures and practices are established which will:

- Support the health and safety of all school members
- Encourage professional responsibility
- Provide a safe learning environment

It is a recognised fact that a no smoking policy is a benefit to the health of staff and students alike. Cottenham Academy is a non-smoking school and new staff and visitors are made aware of the policy through clearly displayed signs and through the staff handbook. The Director of Services and their team will make the contractors arriving on site aware of the policy.

It came into force with effect from the 1<sup>st</sup> July 2007 that all workplaces in England must be smoke free (Health Act 2006 and the smoke-free (Premises and Enforcement) Regulations 2006). As from that date it will be a criminal offence to smoke in a smoke-free place.

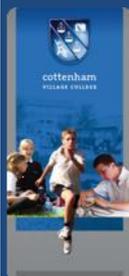
Businesses can be fined up to £2,500 if they don't stop people smoking in the workplace or up to £1,000 if they don't display 'no smoking' signs.

The penalty for people smoking in the school is up to £200.

### Aims

The policy is to make people aware that Cottenham Academy operates a no-smoking policy that is for the benefit of all staff and students. The policy is to inform everyone that smoking is not permitted inside the school buildings, on the school site or in any of the Academy vehicles by any person at any time. This policy also applies to staff, students, visitors and contractors. It also applies to students on educational visits. The Academy recognises that all staff members act as role models for students in all aspects of school life, including health promotion. In light of the evidence that second hand smoke cause's damage to health this smoking policy has been implemented to:

- protect the staff, students, visitors and contractors from the effects of tobacco smoke;
- acknowledge the educational role of the organisation in discouraging students from starting to smoke;
- raise awareness of the dangers of smoking;



## **Objectives**

To provide a smoke free environment in which no smoking is permitted either in the buildings or grounds of Cottenham Academy.

1. A smoke free environment at all times to promote the health and welfare of all who work in or visit the Academy, in line with the healthy schools programme which required all schools to be smoke free sites.
2. Compliance with Government legislation
3. Supportive and consistent links to the curriculum
4. A developmental process, sensitive to the needs of all Academy members that recognises the many issues of implementing change in this area

## **Policy Statement**

All employers have a duty to ensure as far as reasonably practicable, the health and safety of their employees. This duty is reflected in legislation which places on the employer the requirement to assess risks to employee's health in the workplace and take appropriate remedial action.

Smoking is known to be a serious risk to health. It is a significant cause of disease and premature death. In addition there is now evidence that "passive smoking", the inhaling of other peoples smoke, can cause lung cancer in non-smokers, as well as causing a deterioration of respiratory conditions.

## **Whole School Ban**

This smoking policy does not allow any smoking within the boundaries of the Academy site at any time, by anyone – employees, parents or visitors, under any circumstances. The Smoking Policy also applies to all vehicles owned by the Academy and staff vehicles when used for school business.

The basis of the ban is that smoking constitutes a fire risk and is a proven hazard to the health of employees, both smokers and non-smokers, through passive smoking, and as such does not create a healthy environment for the students or staff of the Academy to work in.

It is the Head Teachers/ Director of Services responsibility to enforce the policy at all times and to advise staff and ensure that visitors to the site would be made aware of the ban before work is undertaken.

Smoking is not permitted by any group hiring the Academy premises for functions or regular lettings and this will be written into the hire agreement.

The school has notices up reminding people that this is a smoke free site.

## **Support for Employees**

The Academy recognises that staff who smoke may need support either to give up smoking or help to control their smoking.

The Academy will make available to employees the NHS smoking helpline number to get free advice and for information on the nearest stop smoking service on 0800 022 4332.

For staff finding it particularly difficult to adhere to this smoking policy, it may be appropriate to seek assistance from an Occupational Health Advisor.

## **Employee Co-operation**

Staff are not allowed to smoke in the presence/sight of pupils or parents. This would include trips outside of school hours. Staff are not allowed to smoke on school premises.

All new and prospective employees to be advised of the restrictions and rules smoking at work through advertising material, the interview process and induction. This smoking policy is to be incorporated into the standard terms and conditions of employment for all employees.

It is anticipated that all employees will comply with the Smoking Policy. In circumstances where there is wilful contravention of the smoking policy, steps may be taken to invoke disciplinary procedures.

## **Outside Agencies using the Academy Premises**

The Academy Smoking Policy applies to all social events.

When events are booked, individuals are to be made aware of the Smoking Policy.

## **Students**

Smoking among students during school hours is not permitted.

Smoking among students on school visits or trips is not permitted.

Help will always be provided to those students who want advice.

Students caught smoking will be put on a register of smokers and a disciplinary programme will be followed:

1. Referral form completed
2. Intervention by Year Head
3. Loss of privileges/supervision over free time/after school detention

4. Awareness session on the dangers of smoking
5. Letter home to parents
6. Details on support stop smoking services through leaflets and poster
7. Referral to a drop in session with school nurse
8. Repetition or a refusal to comply may result in fixed term exclusion

### **Parents**

Parents will be informed of this Smoking Policy and any changes thereto through newsletters and other forms of communication. If they persist in smoking on the Academy site ask them to leave the premises.

### **Signage**

Clear signage will be sited in prominent positions throughout the school premises.

### **Review**

The Cottenham Academy Smoking Policy will be monitored annually by the college's Senior Management Team in consultation with staff and a report made to the Governors.

### **This Smoking Policy was agreed by:**

Head Teacher

Name: ..... Signed:.....

Date:.....

Chair of Governor

Name: ..... Signed:.....

Date:.....