



## **Smoke Free School Environment Policy**

Date	Review Date	Endorsed by	Approved by	Link Governor
Dec 2016	Dec 2017	Resources Committee	Governing Body	Steven Lock

We at The Devonshire Hill Nursery and Primary School recognise our responsibilities under the Health and Safety at Work Act 1974 and will take all reasonably practicable steps to provide and maintain safe and healthy working conditions (on the school premises and during school-sponsored activities), equipment and systems of work for all our pupils, school personnel and visitors to the school.

We wish to comply with the Smoke-free (Premises and Enforcement) Regulations 2006 by providing a smoke free school environment for all pupils, school personnel and visitors to the school by prohibiting smoking in the school building and grounds, and in any vehicle owned or leased by the school. Also, we have a duty to ensure that home to school transport contractors also comply with these regulations.

We realise that non-smokers are at risk from inhaling other people's second hand smoke as medical evidence proves that smoking is linked to lung cancer, heart disease, chronic bronchitis and other serious illnesses. Therefore, we have a duty to promote a healthy working environment for all non-smokers by ensuring employees and non-employees comply with these regulations.

We wish to work closely with the House Captains and House Representatives to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

### **Aims**

- To promote a healthy working environment for all non-smokers;
- To share good practice within the school;
- To ensure compliance with all relevant legislation connected to this policy;
- To work with other schools and the local authority to share good practice in order to improve this policy.

### **Responsibility for the Policy and Procedure**

The Governing Body has:

- Responsibility for ensuring compliance with the Smoke-free (Premises and Enforcement) Regulations 2006;
- Appointed a coordinator for Health and Safety;
- Delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- Responsibility for ensuring that the school complies with all equalities legislation;
- Nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;

- Responsibility for ensuring funding is in place to support this policy;
- Responsibility for ensuring this policy and all policies are maintained and updated regularly;
- Make effective use of relevant research and information to improve this policy;
- Responsibility for ensuring all policies are made available to parents;
- The responsibility of involving the School Council in the development, approval, implementation and review of this policy;
- Nominated a link governor to visit the school regularly, to liaise with the Headteacher and the coordinator and to report back to the Governing Body;
- Responsibility for the effective implementation, monitoring and evaluation of this policy.

The Headteacher will:

- Ensure all school personnel, pupils and parents are aware of and comply with this policy;
- Ensure that signage that complies with the Smoke-free (Premises and Enforcement) Regulations 2006 is displayed in all entrances and exits and in the school minibus;
- Ensure that disciplinary action will be taken against any employee who does not comply with this policy;
- Ensure the implementation of sanctions against any member of the public that does not comply with this policy;
- Work closely with the link governor and coordinator;
- Provide leadership and vision in respect of equality;
- Make effective use of relevant research and information to improve this policy;
- Provide guidance, support and training to all staff especially on induction;
- Monitor the effectiveness of this policy;
- Annually report to the Governing Body on the success and development of this policy.

The Health and Safety Representative will:

- Carry out regular inspections of premises and school activities;
- Assist in carrying risk assessments;
- Investigate potential hazards, employee complaints, accidents and dangerous occurrences;
- Make representation to employers and others on health and safety matters arising;
- Provide information and guidance to school personnel;
- Lead the development of this policy throughout the school;
- Work closely with the Headteacher and the nominated governor;
- Provide guidance and support to all staff;
- Provide training for all staff on induction and when the need arises regarding;
- Keep up to date with new developments and resources;
- Review and monitor;
- Annually report to the Governing Body on the success and development of this policy.

The Link Governor will:

- Work closely with the Headteacher and the coordinator;
- Ensure this policy and other linked policies are up to date;
- Ensure that everyone connected with the school is aware of this policy;
- Attend training related to this policy;
- Report to the Governing Body every term;
- Annually report to the Governing Body on the success and development of this policy.

School personnel will:

- Comply with all aspects of this policy;
- Advise members of the public when on school premises to comply with this policy;
- Ensure pupils are taught about the dangers of passive smoking within the Science and PSHE curriculum;
- Be aware of all other linked policies;

- Maintain high standards of ethics and behaviour within and outside school and not to undermine fundamental British values;
- Implement the school's equalities policy and schemes;
- Report and deal with all incidents of discrimination;
- Attend appropriate training sessions on equality;
- Report any concerns they have on any aspect of the school community.

Pupils will:

- Be aware of and comply with this policy;
- Be taught the dangers of passive smoking;
- Be encouraged to work in partnership with the school by making decisions and exercising choice in relation to their educational programme;
- Support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- Liaise with the school council;
- Take part in questionnaires and surveys.

The House Captains and House Representatives will be involved in:

- Determining this policy with the Governing Body;
- Discussing improvements to this policy during the school year;
- Organising surveys to gauge the thoughts of all pupils;
- Reviewing the effectiveness of this policy with the Governing Body.

Parents/carers will:

- Be aware of and comply with this policy;
- Work in partnership with the school;
- Comply with this policy for the benefit of their children;
- Be asked to take part periodic surveys conducted by the school;
- Support the school Code of Conduct and guidance necessary to ensure smooth running of the school.

### **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- The school website;
- The Staff Handbook;
- Meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops;
- School events;
- Meetings with school personnel;
- Communications with home such as weekly newsletters and of end of half term newsletters;
- Information displays in the main school entrance.

### **Training**

All school personnel:

- Have equal chances of training, career development and promotion;
- Receive training on induction which specifically covers:
  - All aspects of this policy;
  - Health and Well-being of School Personnel;
  - Workplace Environment;
  - No Smoking;

- Asthma;
  - Equal opportunities;
  - Inclusion.
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- Receive periodic training so that they are kept up to date with new information;
  - Receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

### **Equality Impact Assessment**

Under the Equality Act 2010, we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

### **Monitoring the Effectiveness of the Policy**

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement. (See Policy Evaluation).

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**This policy was reviewed and endorsed by the Full Governing Body of The Devonshire Hill Nursery and Primary School on Tuesday 20<sup>th</sup> December 2016.**