

Smoke Free Policy

(Pastoral Care)

2016



"Learning, Caring, Growing Stronger Together."

Agreed by Staff	
Agreed by Governors	

PASTORAL CARE

Agree Date	Review Date	Person Responsible
2016	2018	Mr R Smith

This Policy is based on the 2000/3 TNC Guidance and Smoke Free Policy Guidance from the Education Authority.

PURPOSE

The aim of this policy is to protect all employees, pupils, parents and visitors from exposure to second-hand smoke and to comply with the Smoking (Northern Ireland) Order 2006 which is enforced by District Councils.

POLICY

It is the policy of Ashgrove Primary School that all of our school buildings and vehicles are smoke-free and all staff, pupils, contractors and visitors have a right to a smoke-free environment. For the purposes of this Policy smoking also refers to e-cigarettes.

All staff - teaching, peripatetic, support and non-teaching as well as visitors and pupils may not smoke while on school premises. The prohibition of tobacco or e-cigarette smoking will apply during related school activities undertaken outside school premises, eg. Educational Visits.

After Policy implementation, failure to comply with its provisions will be dealt with through the Disciplinary Procedures. The policy shall come into effect in 2016 and shall be reviewed in 2018.

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.

SCHOOL PREMISES UTILISED OUTSIDE NORMAL SCHOOL HOURS

When school premises are used for purposes other than school related activities the school smoking policy that includes a restriction on the use of e-cigarettes will remain in operation.

VEHICLES

All school vehicles will be smoke-free at all times. Any member of staff using their car in connection with school activities (including giving a lift to a staff colleague or pupil to a meeting or other event) should not smoke for the duration of the journey.

POLICY IMPLEMENTATION

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

PRINCIPAL'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 in smoke-free places and vehicles.
- To investigate complaints regarding staff, pupils, contractors and visitors smoking.
- To inform staff, pupils, contractors and visitors on this policy.
- 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 in smoke-free places and vehicles.
- To report incidents of smoking in smoke-free areas and vehicles.
- To refrain from smoking if using their own vehicle to transport pupils in connection with school activities.

PARENTS', PUPILS', CONTRACTORS' AND OTHER VISITORS' DUTIES

- Parents, pupils, contractors and visitors are not permitted to smoke in smoke-free areas, or school vehicles.
- Parents using their own vehicles for school purposes e.g. transporting pupils to a sporting event are asked not to smoke for the duration of the journey.

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 smokers helpline on 0800 858585 who can advise of local support services.

ENFORCEMENT OF THIS POLICY

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 policy 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 policy will be recorded in writing by the school. Be aware that, in addition to action taken under this policy, the district councils may take legal action against individuals who smoke in smoke-free places or vehicles.