**Good Shepherd Primary & Nursery School**

**Smoke Free Policy**

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**UNCRC Article 24: Every child has the right to the best possible health.**

**Date ratified by the BOG:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

This policy takes direction from the DE circular TNC 2000/3 and DE 2004/01 ‘Encouraging a smoke free environment in schools.’

 **SMOKING POLICY FOR SCHOOLS**

**1. EMPLOYING AUTHORITY POLICY STATEMENT**

The Employing Authority is committed to the active promotion and ultimate achievement of the goal of a smoke free working environment for all its employees consistent with the objective of health protection and promotion within an educational setting. The use of electronic cigarettes was not covered in the legislation as they did not exist at that time. However, this policy affords e-cigarettes the same restrictions as tobacco, for the following reasons:

* the safety of e-cigarettes has not been scientifically demonstrated as the chemicals used have not been fully disclosed and there is no adequate data on their emissions.
* there is a lack of peer-reviewed evidence on their value in helping smokers cut down or stop.
* concerns that e-cigarettes might reinforce the smoking habit as they are designed to closely mimic smoking actions

http://bma.org.uk/search?query=e%20cigarettes

The policy has been developed in consultation with the recognised Teachers’ Unions.

**2. SMOKING POLICY OBJECTIVES**

**2.1** To protect non-smokers from the adverse health effects of environmental tobacco smoke in the workplace. Protection also applies to the use of e-cigarettes for reasons outlined in paragraph 1 above.

**2.2** To demonstrate the school’s commitment to promoting the health of pupils and staff.

**2.3** To provide information and advice for those who wish to stop smoking.

**3. SUMMARY OF EMPLOYER STATUTORY OBLIGATIONS**

**3.1** Employers are required by the Health & Safety at Work (Northern Ireland) Order 1978 to ensure, so far as is reasonably practicable, the health, safety and welfare at work of their employees and others who use their premises.

**3.2** Article 4(2) (e) of the Order requires that, so far as is reasonably practicable, the working environment is safe, without risks to health and adequate as regards facilities and arrangements for employees. In addition, under Article 8, employees must take reasonable care of their own health, safety and welfare, as well as that of others and must co-operate with their employers’ efforts to discharge any statutory health and safety duties placed upon them. Such statutory duties are reinforced by a common law duty of care.

**TNC 2000/3(updated)**

**3.3** The Health and Safety Inspectorate recommends that all employers should have a specific written policy on smoking in the workplace which gives priority to the needs of non-smokers who do not wish to breathe tobacco smoke. The same principle applies to the use of e-cigarettes for reasons outlined in paragraph 1.

**4. DESIGNATED SMOKING AREAS**

**4.1** There is no accommodation available to allow for designated smoking area at Good Shepherd Primary & Nursery School.

**4.3** Where a designated smoking area is not currently available at the school it shall be at the discretion of the Board of Governors as to whether school resources may be deployed for the creation of such a facility. It is not a statutory duty that such a facility be provided. Smokers must leave the school grounds and away from the school gates if they wish to smoke.

**5. SUGGESTED METHODOLOGY FOR THE INTRODUCTION OF A SCHOOL SMOKING POLICY**

**5.1** The initiation and implementation of a successful smoking policy requires the co-operation and whole hearted support of both management and staff.

**5.2** Following consultation with staff and their recognised Trade Union Representatives about “smoking in their school” the Board of Governors may consider the formal adoption of the following outline policy relating to smoking.

**6. SCHOOL SMOKING POLICY**

**6.1** Good Shepherd Primary & Nursery School has always been a non-smoking environment.

**6.2** 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.

**6.3** After Policy implementation, failure to comply with its provisions will be dealt with through the Disciplinary Procedures. **TNC 2000/3(updated)**

**7. POLICY IMPLEMENTATION**

**7.1** Members of staff will be given a copy of the Policy which will become part of their contract of employment.

**7.2** Parents will be informed of the introduction of the Policy.

**7.3** Members of staff shall inform school visitors of the Policy.

**7.4** Signs and notices shall be posted in prominent positions throughout the school premises.

**8. PUPILS**

The present rules forbidding tobacco smoking while on school premises or while engaged in school related activities outside the school will remain unchanged and the use of e-cigarettes is now also forbidden.

**9. 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.

**10. MONITORING AND REVIEW**

**10.1** The school smoking policy will be monitored at least once per year by the Senior Management Team of the school in consultation with staff and a report made to the Board of Governors. The Policy will be reviewed and, if appropriate, revised.

**10.2** Additional information is available from the Employing Authority’s Health and Safety Officer.

**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 and it will be available on the school website.

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.

5. There will be smoke free signs displayed at the school gates.



**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.
* To support and encourage a preventative curriculum within the school.

**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.
* To deliver a preventative curriculum highlighting the dangers of smoking to our young learners.

**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.