



Catch22 policy

Smoking Policy

Policy Owner:	<i>Education</i>
Queries to:	<i>Head teacher/ Executive Principal</i>
Date created:	<i>February 2022</i>
Date of last review:	<i>August 2025</i>
Date of next review:	<i>August 2027</i>
Catch22 group, entity, hub:	<i>Independent Schools</i>
4Policies level (all staff or managers only)	<i>All Education staff and Students</i>

Catch22 reserves the right to amend this policy, following consultation, where appropriate.

1.Introduction

1.1 There can be little doubt that attitudes towards smoking in public areas and at workplaces have changed dramatically over the past decade or so, following an increased concern about matters of health and safety generally and associated educational issues. More recently there have been specific concerns over the effects of "passive smoking" and a growing tendency among children and young people to smoke.

1.2 Smoking is known to be the principal avoidable cause of premature deaths in the UK. That is why the Government White Paper "Choosing Health: Making healthier choices easier", promises new action to tackle tobacco and reduce the 106,000 deaths in the UK caused by smoking every year (86,500 in England).

1.3 From the 1st July 2007 all workplaces in England must be smoke free (Health Act 2006 and the Smoke -free (premises and Enforcement) Regulations 2006). From that date it will be a criminal offence to smoke in a smoke - free place.

Norfolk County Council Borough Council operates a No Smoking Policy in its workplaces.

2.Aims

2.1 This school regards itself as a health-promoting organisation. It recognises that its staff act as role models for pupils in all aspects of school life, including health promotion. Considering the evidence that second-hand smoke causes damage to health this Smoking Policy has been implemented to.

- protect the staff, children and young people, visitors, and contractors from the effects of tobacco smoke.
- acknowledge the educational role of the organisation in discouraging children and young people from starting to smoke.
- to be a health promoting organization
- raise awareness of the dangers of smoking through the Personal Social and Health Education Program; and
- help smokers to quit.

3. Purpose

3.1 The purpose of this Smoking Policy is to provide a healthy and safe working environment for all employees, pupils, parents, contractors, and other visitors.

3.2 The intention is not to confront smokers but to encourage and help those that wish to give up. The issue is not whether someone smokes but where and when he or she smokes.

4.Policy Statement

4.1 All employees 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 employees' health in the workplace and take appropriate remedial action.

4.2 In schools the discretion to set a smoking policy rests with the Governing Body. This document has been prepared to assist Governing Bodies in developing policies that are appropriate for their own school whilst recognising the Council's position on this matter. The Council operates a No Smoking Policy in its workplace.

4.3 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

people's smoke, can cause lung cancer in non-smokers, as well as causing a deterioration of respiratory conditions.

5. Whole School Ban

5.1 This Smoking Policy would not allow any smoking within the boundaries of the school site at any time, by anyone – employees, parents, or visitors, under any circumstances, unless the school has a designated smoking area.

5.2 The Management Committee would need to agree to such a ban after consultation with staff. The basis of the ban would be 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 children or staff of the school to work in.

5.3 It would be the responsibility of the headteacher or his/her representative(s) to always enforce the policy and to advise employees and ensure that visitors to the site comply with these arrangements.

5.4 Any contractor employed on site would be made aware of the ban before work is undertaken. It would be written into service specifications for contractors.

5.5 Smoking would not be permitted by any group hiring the school premises for functions or regular lettings and this would be written into the hire agreement.

5.6 The school would need to post notices reminding people that this is a smoke free site.

6. Support for employees

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

6.2 The School will make available to employees the NHS smoking helpline number to get free advice and for information on your nearest Stop Smoking Service on 0800 013 0845.

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

7. Employee co-operation

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

7.2 Staff are not allowed to smoke on school premises.

7.3 All new and prospective employees to be advised of the restrictions and rules regarding smoking at work through advertising material, the interview process and induction.

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

8. Outside agencies using the school premises

8.1 The school Smoking Policy applies to all events held at the school

9. Pupils

9.1 Smoking among pupils during school hours is not permitted.

9.2 Smoking among pupils on school visits or trips is not permitted.

9.3 Help will always be provided to those pupils who want advice.

9.4 Pupils caught smoking will be put on a register of smokers and a disciplinary program will be followed.

**Indicate where appropriate for your school*

- ☐ Referral form completed
- ☐ Intervention by Integrative Therapist and or Curriculum and Learning Lead
- ☐ Loss of privileges/supervision over free time/after school detention
- ☐ Awareness session on the dangers of smoking.
- ☐ Letter home to parents / care givers and other professionals
- ☐ Details on support stop smoking services through leaflets and poster (provided).
- ☐ Referral to a drop in session with school nurse
- ☐ Repetition or refusal to comply may result in fixed term exclusion

10 Parents

10.1 Parents to be informed of this Smoking Policy and any changes thereto through newsletters and other forms of communication.

11 Signage

11.1 Clearly word signs will be sited at the gates, entrance(s) and in prominent positions throughout the school premises.

12 Review

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

Annex 1: Equality Impact Assessment

1. Summary

This EIA is for:	Smoking Policy
EIA completed by:	<Name>Jamie Nielsen, <Position> Head Teacher
Date of assessment:	<Date> 27/8/24
Assessment approved by:	N/A

Catch22 is committed to always: avoiding the potential for unlawful discrimination, harassment, and victimisation; advancing equality of opportunity between people who share a protected characteristic and those who do not; and foster good relations between people who share a protected characteristic and those who do not.

An Equality Impact Assessment (EIA) is a tool for identifying whether strategies, projects, services, guidance, practices, or policies have an adverse or positive impact on a particular group of people or equality group. Whilst currently only public bodies are legally required to complete EIA's under the Equality Act 2010, Catch22 has adopted the process in line with its commitment to continually improve our equality performance.

Policy owners are required to complete or review the assessment indicating whether the policy has a positive, neutral, or negative impact for people who it applies to and who share one or more of the 9 protected characteristics under the Equality Act 2010.

Definitions are based on the Equality & Human Rights (EHRC) guidance.

Objectives and intended outcomes
This EIA has been completed to ensure that the implications and potential impact, positive and negative, of this policy have been fully considered and addressed, whether people share a protected characteristic.

2. Potential Impacts, positive and negative

Equality Area	Positive	Neutral	Negative	Please give details including any mitigation for negative impacts
Age Does this policy impact on any age groups or people of a certain age?	☐	☐	☐	
Disability Does this policy impact on people who have a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day to day activities?	☐	☐	☐	
Gender reassignment (transsexual, transgender, trans) Does this policy impact on people who are transitioning from one gender to another (at any stage)	☐	☐	☐	
Marriage and civil partnership Does this policy impact on people who are legally married or in a civil partnership?	☐	☐	☐	
Pregnancy and maternity (in work this is linked to maternity leave, non-work this is for 26 weeks after giving birth) Does this policy impact on people who are pregnant or in their maternity period following the birth of their child?	☐	☐	☐	
Race Does this policy impact on people as defined by their race, colour and nationality (including citizenship) ethnic or national origins	☐	☐	☐	
Religion and belief Does this policy impact on people who practice a	☐	☐	☐	

particular religion or none, or who hold religious or philosophical belief or none?				
Sex Does this policy impact on people because they are male or female?	☐	☐	☐	
Sexual orientation Does this policy impact on people who are sexually attracted towards their own sex, the opposite sex or to both sexes?	☐	☐	☐	

3. More information/notes

Please add any links to key documents or websites to evidence or give further detail on any impacts identified.