

No Smoking and Vaping Policy

Policy Code:	HS1
Policy Start Date:	March 2024
Policy Review Date:	March 2027

Please read this policy in conjunction with the policies listed below:

- HR6 Data Protection Policy
- HS4 Health and Safety Policy
- HR12 Staff Disciplinary Policy
- HR29 Staff Code of Conduct
- SW4 Student Behaviour and Discipline Policy

1 Policy Statement

- 1.1 This policy outlines The Priory Federation of Academies Trust's (The Trust) approach to smoking and vaping on any Trust site. The purpose is to provide a healthy and safe working environment for all members of staff, pupils, parents, contractors and other visitors.
- 1.2 References to the Trust or Academy within this policy specifically include all primary, secondary and special academies within the Trust, as well as the Early Years setting at the Priory Witham Academy Priory Apprenticeships and Lincolnshire SCITT.
- 1.3 This policy does not form part of any member of staff's contract of employment and it may be amended at any time.

2 Roles, Responsibilities and Implementation

- 2.1 The Pay, Performance and HR Committee has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. This committee delegates day-to-day responsibility for operating the policy and ensuring its maintenance and review to the Director of Trust Services.
- 2.2 Leaders and Managers have a specific responsibility to ensure the fair application of this policy and all employee are responsible for supporting colleagues and ensuring its success.

3 Aims

- 3.1 To protect members of staff, service users, pupils and visitors to the Trust premises in accordance with the Health Act 2006.
- 3.2 The Trust 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. This policy has been implemented to:
 - Protect 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;
 - Guarantee a healthy working environment and protect the current and future health of employees, pupils, parents and visitors;
 - To comply with National Legislation, Health & Safety and Employment Law;
 - Raise awareness of the dangers associated with exposure to tobacco smoke;
 - Take account of the needs of those who smoke and to support those who wish to stop; and
 - Acknowledge the environmental and health concerns around vaping.

4 Restrictions on smoking or vaping

- 4.1 Smoking and/or vaping is not permitted, and will not be tolerated, in any part of the Trust's premises, entrances or grounds at any time, by any person regardless of their status or business with the Trust. This extends to e-cigarettes and any other artificial apparatus.
- 4.2 Staff are not allowed to smoke or vape in the presence/sight of pupils or parents/carers. This includes on educational visits, including when those take place outside 'normal' working hours.
- 4.3 Smoking or vaping is not permitted in company vehicles or any personal vehicles when being used to transport pupils or colleagues.

5 Visitors

- 5.1 All visitors, contractors and delivery personnel are required to abide by this policy.
- 5.2 Staff members are expected to inform visitors of this policy. However, they are not expected to enter into any confrontation that may put their personal safety at risk.

6 Procedures

- 6.1 For staff, a breach of this policy could lead to disciplinary action being taken. Please see the Trust's HR12 Staff Disciplinary Policy for more information.
- 6.2 For visitors, parents/carers, contractors and delivery personnel, a breach of this policy may result in them being asked to leave the site.
- 6.3 For pupils, a breach of this policy will be dealt with in line with the Trust SW4 Student Behaviour and Discipline Policy.

7 Support for smokers

- 7.1 Any smoker requiring help and support in giving up smoking is encouraged to seek assistance and support through the national smokefree service online at www.nhs.uk/smokefree or by phoning 0300 123 1044 (free) to speak to an expert adviser.

8 Policy change

- 8.1 This policy may only be amended or withdrawn by The Priory Federation of Academies Trust.



The Priory Federation of Academies Trust No Smoking and Vaping Policy

This Policy has been approved by the Priory Federation of Academies Pay, Performance and HR Committee:

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

Trustees

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

Chief Executive Officer

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

Designated Member of Staff

Please note that a signed copy of this agreement is available via Human Resources.