



St Katherine's School

No Smoking Policy

Policy Number SKP A 031

Next Review: December 2015

**Signed : Christopher Sammons
Headteacher**

Dated : December 2013

**Signed: Elspeth Davis
Chair of Governors**

Dated : December 2013



St Katherine's School

Policy No. SKP A031

St. Katherine's School: No Smoking Policy

1.0 Introduction

1.1 St. Katherine's School is subject to Smoke Free UK legislation and North Somerset Local Authority smoke free policies. We also recognise that smoking and passive smoking are dangerous to health. No member of staff or student may smoke on any part of our site whether it be enclosed or open space.

1.2 This policy should be read alongside the St. Katherine's School Anti- Drugs Policy.

1.3 This policy aims to:

- provide an environment where good health is promoted for all
- highlight to all who use St. Katherine's that it is a 'smoke free' environment within the perimeter of the grounds
- enable the school to tackle smoking-related issues
- raise awareness of the dangers associated with exposure to tobacco smoke and reinforce the school's health education programme
- satisfy Section 2(2) (e) of the Health and Safety at Work Etc. Act 1974, which places a duty on employers to provide a working environment for employees that is 'safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work'
- comply with the smoke free legislation under the Health Act 2006, which from 1st July 2007 placed a duty on 'any person who controls or is concerned in the management of smoke-free premises' i.e. the Headteacher, to ensure compulsory signage is displayed in the required places and smoking is prevented in all 'enclosed' or 'substantially enclosed' premises
- take account of the needs of those who are addicted to smoking and to offer an avenue of support for those who wish to stop

2.0 School Environment

2.1 St Katherine's site is an entirely smoke free environment. Smoking is not permitted on the school grounds or in any part of the school buildings.

2.2 This policy applies to staff, all students in Year 7-13, parents, visitors and contractors when they are on the school site.

2.3 Smoking is not permitted anywhere in the school grounds or buildings at any time. This includes school events held outside normal school hours. (Or at any time when a student is wearing school uniform, regardless of location, including travelling to and from school.)



2.4 Young people must not smoke to and from school or waiting at bus stops. They are also not allowed to smoke on school trips and visits and any breach of this rule may be considered as if the event had happened on our premises.

2.5 Organisations and clubs who use the school premises outside of school hours are expected to adhere to the school's No Smoking Policy.

2.6 All transport provided by or in partnership with the school is smoke free and will display the compulsory signage as required by the Health Act.

2.7 Teachers, parent helpers and staff are expected to refrain from smoking on all school trips.

3.0 Staff

3.1 The smoke free policy is the responsibility of every member of staff.

3.2 The Acting Deputy Headteacher (Curriculum) in conjunction with the Head of Science and PSHE will ensure smoking-related topics are adequately incorporated into class teaching across all year groups.

3.3 Staff are not permitted to smoke anywhere on the school site which includes the school grounds.

3.4 Staff are asked to refrain from smoking in their own vehicles whilst on duty or when used on school business and when carrying passengers on school business.

3.5 Breaches of this policy will be subject to disciplinary procedures. Those who do not comply with the law may also be liable to a fixed penalty fine and possible criminal prosecution.

4.0 Students

4.1 The following procedures will be followed if a student disregards the No Smoking Policy.

4.2 The school recognises a duty of care to those students who smoke and is committed to help them to break the habit.

4.3 Help will be made available to those students who want advice on how to stop smoking by visiting the school nurse at the school drop-in sessions.

4.4 If a student is found smoking in school or where school has jurisdiction the disciplinary action will be taken (see "Disciplinary Procedures" below).

4.5 Any letters home to parents advising a student has been found smoking should give details of the school No Worries! Teenage Health Clinic and the Stop Smoking courses run by the Police Community Support Officers (PCSO).

4.6 If the above steps do not appear to have any effect and students are not deterred by exclusion, then further steps will be taken. This will include an escalation of exclusion for refusal to comply with school policy.



5.0 DISCIPLINARY PROCEDURES

5.1 The school will follow consistent procedures to deter and re-educate students who smoke on the school site, on school visits, or to and from school.

5.2 Bringing any tobacco products along with matches and lighters to school is strictly forbidden.

5.3 When a student is found to be in possession of smoking materials, these items will be confiscated and given to the Head of Year or a member of SLT. These items will be disposed of. Students will be sanctioned in line with the No Smoking Policy.

5.4 The school will aim to inform parents of its disapproval of smoking and will ensure that prospective parents are aware of the sanctions likely to be enforced.

5.5 All sanctions for smoking on school site will be accompanied by signposting to the No Worries! Clinic and other support for smokers organisations

5.6 The Sanctions used are as follows and apply to any student found smoking or being in the company of smokers or being in possession of tobacco products and matches/lighters

- First smoking offence – C5 detention
- Second smoking offence – C8 Detention
- Third smoking offence – One Day Fixed Term Exclusion
- Fourth smoking offence – Two Day Fixed Term Exclusion.
- Fifth smoking offence – Three Day Fixed Term Exclusion. Meeting with Governors.

5.7 A term free of offences clears the record.

5.8 Permanent Exclusion may be a possibility if it were clear that persistent disobedience was coupled with a refusal to amend attitudes to the programme of sanctions and support.

6.0 Parents and Adult Helpers

6.1 Parents and adult helpers will be reminded annually that the school site is a smoke free environment.

6.2 Parent and adult helpers are not permitted to smoke anywhere on the school site.

6.3 Parents will be discouraged from smoking at entrances and exits to the school site whilst collecting their child.



6.4 Parents and adult helpers will be asked to refrain from smoking when assisting on any school trips and events.

7.0 Contractors, Visitors and Other Users of the School Site

7.1 All contractors, visitors and users of the school site will be informed of the school's No Smoking Policy on signing in at Reception and are not permitted to smoke anywhere on the school site.

7.2 Contractors, visitors and users of the school site should be discouraged from smoking at exits and entrances to the school grounds, especially in view of students.

7.3 Smoking inside work vehicles on site is not permitted.

7.4 Breaches of the school's No Smoking Policy by contractors should be reported to the relevant company via the Business Manager.

7.5 Persistent breaches will be followed by exclusion from the site.

8.0 Monitoring, Evaluation and Review

8.1 The Senior Leadership Team will ensure that all staff take responsibility for implementing and regularly monitoring students, staff and other adults using the school site to ensure compliance. Overall responsibility for this Policy ultimately rests with the Headteacher.

8.2 The Senior Leadership Team will review and monitor the PSHE and Science curriculum to ensure they are providing education on the dangers of smoking and second hand smoke, preferably emphasising the benefits of not smoking.

8.3 The school acknowledges that smoking is an addiction and will ensure that adequate support will be made available to those who want to quit through sessions run by PCSOs

8.4 The Governing Body will review this policy annually and assess its implementation and effectiveness. The Policy will be promoted and implemented throughout the school.