

LANCASHIRE COUNTY COUNCIL

MODEL SCHOOL SMOKE FREE POLICY

Statement of Policy

One of the County Council's corporate objectives is to make Lancashire a place where people can live healthy lives. To help to realise this objective, the County Council has approved the principle of being smoke-free in relation to the delivery of its services in order to reduce the harm to health caused by tobacco. The Governing Body of Lancaster Road Primary shares the same belief and has decided to adopt the policy set out below:

The policy recognises and accepts the responsibility of the school to provide a learning and working environment, where the health and safety of the school community is of the utmost importance. It applies to the boundaries of the school site and schools need to specify expectations during school trips and visits.

The school aims to provide a smoke free environment to ensure the health and safety of the school community is not at risk due to exposure to smoking, second-hand smoke or any associated risk of fire.

The school recognises and fully accepts those responsibilities placed upon it by health and safety legislation to provide a working environment where the health and safety of the employees is of the utmost importance. The school will comply with the Health Act 2006.

Members of the workforce are not entitled to take breaks during working hours for the purpose of smoking. They must not absent themselves from their place of work during work time for the purpose of smoking. All members of the school community must be responsible for the promotion and maintenance of a smoke free environment. Therefore, they need to be aware of the procedures for non-compliance.

Job applicants will be made aware of the Smoke free Policy and the requirement to comply with it; this could be by including it in the information about the school or in the job specification under 'other requirements'. It will also be part of the induction training programme.

Definition of Tobacco products

This policy includes the following:

- legal cigarettes and tobacco;
- illicit tobaccos including cigarettes, hand-rolling tobacco or niche products such as shisha, pan, gutkha and nass that have been smuggled, bootlegged or are counterfeit;
- e-cigarettes

Definition of E-cigarettes

Electronic cigarettes are battery powered smoking devices often designed to look and feel like tobacco cigarettes. They use cartridges filled with a liquid that contains nicotine, flavourings and other chemicals. A heating device in the e-cigarette converts the liquid into a vapour, which the person inhales.

Currently e-cigarettes are not regulated or licensed as a medicine in the UK. They are currently undergoing thorough research by the UK's Medicines and Healthcare regulatory Authority (MHRA) and some products will be licensed as stop smoking medicines for public use in 2016. Others will be regulated as consumer products for

adult consumption under the European Union Tobacco Product's Directive in May 2016 and require controls on nicotine concentration, health warnings and declaration of additives.

E-cigarettes have been found to contain harmful substances such as heavy metals and carcinogens in the flavourings, and concerns have been raised about their safety. (BMA, 2012) In response, from 1 October 2015, the sale of e-cigarettes will be banned to young people under the age of 18. It will also be an offence for anyone over 18 to buy e-cigarettes on behalf of a young person (known as 'proxy purchasing'), with a penalty fine of £90.

The use of electronic cigarettes may undermine smoking prevention and cessation – as their use is likely to reinforce the normalcy of the smoking behaviour. For this reason, nobody should use the electronic cigarette on the school site.

Members of the school community should not bring electronic cigarettes on to the school site and should not use the e-cigarette chargers as these may compromise electrical safety.

Anyone bringing an electronic cigarette onto the school site should be signposted to NHS Stop Smoking Services for support to quit nicotine.

Purpose

This policy seeks to:

- Protect and improve the health and wellbeing of all the children, young people, members of the workforce, visitors and contractors. The whole school site is designated smoke free including the grounds and vehicles with no exceptions
- Give guidance on developing, implementing and monitoring tobacco education programmes in the school
- Provide a basis for evaluating the effectiveness of the tobacco education programmes and the management of smoking incidents
- Set out the arrangements for collaboration and communication with local agencies offering targeted and specialist support for young people in need and their families
- Set out arrangements to identify and address the needs of children and young people taking into account the culture and needs of the wider community
- Identify management of smoking related incidents and links with other school policies e.g. Behaviour Policy

Scope

It applies to all children and young people, members of their families, members of the workforce, staff on supply, volunteers, visitors and contractors. Also, it applies beyond the site e.g. trips and visits, when wearing a school identification or uniform, whether on or off duty.

- Smoking is not allowed at any time when employees (or workers) are at work;
- Smoking is not permitted when driving whilst on duty or travelling to and from meetings for school business.
- Smoking is banned in the School's premises and grounds and in any school vehicles used for transporting pupils, employees, parents and visitors;
- Smoking is not allowed by employees or others on land owned or controlled by the County Council or the School e.g., car parks, playing fields, playgrounds. This applies whilst on duty and off duty (for example the policy applies to someone

smoking in their car on a school or council controlled car park at breaks or lunchtimes);

- Smoking is not permitted near any windows or entrances to School or council buildings at any time;
- Smoking breaks are not permitted during working time;
- Visitors and Governors are reminded that the School in conjunction with the County Council is smoke-free and they are requested not to smoke near any access point, doorway or window fronting onto public roads or land.
- This Smoke-free Policy will be brought to the attention of partnership organisations, businesses providing services and other stakeholders who may interact with the School's employees and students and their co-operation in implementing both the spirit and letter of the policy will be requested and accepted as part of the partnership or working arrangements;
- Any special arrangements in place with regard to employees or private individuals living in School or council owned or controlled residential establishments must comply with the legislation and guidance from the appropriate regulatory bodies. These arrangements must be updated in accordance with any changes to legislation or guidance.
- All School and council owned or controlled buildings and vehicles must display the appropriate smoke-free signage;
- Enforcement of the School's policy is by management action and disciplinary procedures.

Implementation

The Governing Body should ensure that appropriate arrangements exist for implementing the policy within their School and /or areas of responsibility

Information

Quitting cigarettes, shisha and e-cigarettes completely and being addiction-free is the best way to protect health. With support from a local stop smoking service, tobacco and nicotine users are **four times more likely** to quit than going it alone. They can help with one to one support and access to licensed medicines that can be used to help to beat the cravings. These are available to young people aged 12 years and above and are free to under 16's.

Free help and information is available on the NHS choices website and from local services and as follows:

- For help to quit smoking, shisha and e-cigarettes contact your local service:
 - North Lancashire - 01524 845145,
 - Central, East and West Lancashire - 0800 328 6297
- The NHS Smokefree National Helpline: 0300 123 1044
- GP Surgeries
- The County Council's Schools Portal
- The Lancashire Healthy Schools Website – www.lhsp.org.uk

Breaches of the Policy

Headteachers need to take action if an employee or worker smokes in contravention of this policy. A record of any action should be recorded. Breaches of this policy by school staff may lead to disciplinary action being taken. Visitors smoking will be asked to leave the school grounds.

Where children are discovered to be smoking parents will immediately be informed and action will be taken in accordance with the School's disciplinary code. In addition support and counselling will be offered.

Monitoring of the Policy

The operation of the policy will be monitored and reviewed as required. The Headteacher will lead any review and will involve members of the school workforce, children and families and the governing body in developing the policy.

Review Period

This policy will be reviewed on a regular basis or in the event of any changes in legislation.

Policy updated October 2015

APPENDICES

Definitions/Glossary of Terms	
Tobacco control	Action to reduce tobacco-related harm and includes elements of prevention, protection from secondhand smoke and provision of treatment services
Smokefree	Smoking is not permitted anywhere within the school premises. There are no exceptions. Grounds surrounding premises are included to prevent smoke travelling through doors and windows.
Secondhand smoke	Tobacco smoke from cigarettes, cigars, pipes. It comprises mainstream (exhaled by the smoker) and sidestream (from the burning tip of the cigarette smoke). Also called environmental tobacco smoke.
To smoke	To smoke tobacco or any substance or mixture which includes it.
Smoking cessation	Process whereby a smoker overcomes tobacco addiction. The NHS Stop Smoking Services assists this process by providing professional help and treatment in a supportive environment.
Working time	Any period where the worker is working, at an employer's disposal and carrying out their duties, in accordance with national law and/or practice. This includes periods when the worker is undergoing training directly related to their work and travel where it is part of the job. It does not include travel between the worker's home and place of work, rest, and lunch breaks when no work is done.
Shisha	Shisha is the smoking of fruit flavoured tobacco using a water pipe. The tobacco is burnt and the smoke is sucked through the water pipe, which cools the smoke down allowing it to be breathed in by the smoker.
Paan Gutkha	Betel quid, paan or gutkha is a mixture of ingredients including betel nut (also called areca nut), herbs, spices and often tobacco, wrapped in a betel leaf. Chewing smokeless tobacco, such as paan or gutkha, is popular with many people from south Asian communities, including Pakistan and Bangladesh.
Naswar ('Nass')	Is a moist, powdered tobacco snuff. Naswar is stuffed in the floor of the mouth under the lower lip, or inside the cheek, for extended periods of time.
Smuggled Tobacco	This is usually part of large scale organised crime and involves the illegal transportation, distribution and sale of genuine tobacco

	products diverted from the legitimate supply chain and sold in a country different than the intended market and without domestic duty paid in that country.
Bootlegged Tobacco	This is a form of smuggling carried out by small gangs of criminals. The products are purchased from countries with low levels of taxation (such as Eastern Europe) and brought back into the UK for sale
Counterfeit Tobacco	This is where illegal copies are made of tobacco products and their packaging. Typically, the tobacco products are made from inferior materials with the final product being made to look like genuine brands. Most counterfeit product originates from Eastern Europe or East Asia.

If you would like any further information about developing your Smoke Free Policy or support on any aspect of Drug, Alcohol or Tobacco Education policy or practice please email:

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