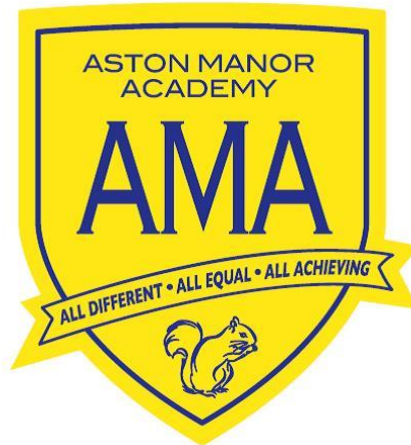


EQUITAS ACADEMIES TRUST



Chilwell Croft
Academy

NO SMOKING POLICY

Review Date: July 2018
To be Reviewed: July 2021
Agreed: Policy Lead
Policy Lead: Zoe Donnelly

NO SMOKING POLICY

1. INTRODUCTION

The Trust is committed to protecting the health, safety and welfare of all those who work within the Trust by providing a safe place of work and protecting all staff, pupils, Trustees and visitors from exposure to smoke.

The Trust accepts that it is an individual's choice to smoke. However, staff should be aware that they are role models for pupils and smoking is not a healthy choice for pupils to make. The Trust expects that staff comply with this policy for this reason, as well as to ensure that The Trust meets its obligations under the relevant legislation.

All sites within The Trust (including vehicles) are smoke-free and all staff, pupils and visitors have a right to a smoke-free environment.

This no-smoking policy complies with the Health Act 2006 and associated regulations. The Trust is committed to a programme of action to make this policy effective and to bring it to the attention of all staff.

This policy does not form part of any employee's contract of employment and it may be amended at any time. Any breach of this policy may result in disciplinary action.

2. SCOPE AND PURPOSE

This policy covers all individuals working at all levels and grades, including all employees, contractors, trainees, homeworkers, part-time and fixed-term employees, casual and agency staff and volunteers (collectively referred to as staff in this policy).

Third parties who have access to The Trusts premises (such as consultants, contractors, parents and visitors) are also required to comply with this policy.

The purpose of this policy is to ensure that everyone who works at, or visits the Trust, understands that this is a smoke free environment and complies with the Trust's expectations.

3. RESPONSIBILITY FOR IMPLEMENTATION OF THE POLICY

The Trust Board has overall responsibility for the effective operation of this policy, but has delegated day-to-day responsibility for its operation to the Headteacher and the HR Manager of The Trust. Any questions concerning the operation of this policy should be directed to the Headteacher or HR Manager. Responsibility for monitoring and reviewing the operation of the policy and any recommendations for change to minimise risks to our operations also lies with the Headteacher and HR Manager.

All staff have a specific responsibility to operate within the boundaries of this policy, ensuring that they understand the standards of behaviour expected of them and to take action when behaviour falls below its requirements.

All staff must comply with and support this policy. The Headteacher / HR Manager has responsibility for informing all staff, consultants and contractors of the policy and their role in

the implementation and monitoring of the policy. All new staff will be given a copy of the policy during the recruitment or induction process.

4. IMPLEMENTATION OF THE POLICY

Smoking is banned at all sites within the Trust. The ban applies to anything that can be smoked and includes, but is not limited to, cigarettes, electronic cigarettes, pipes (including water pipes such as shisha and hookah pipes), cigars and herbal cigarettes.

Staff may only smoke outside of the Trust premises and outside of the exclusion area during breaks. When smoking outside, staff should ensure that they dispose of cigarette butts and other litter appropriately.

Staff must not promote smoking in any form to pupils. This includes the purchasing of, selling to, or sharing of cigarettes or other products that can be smoked as described above to any pupil regardless of whether they are of a legal age to smoke.

Staff must not smoke with pupils.

Staff using vehicles belonging to the Trust, whether as a driver or passenger, must ensure the vehicles remain smoke-free. Any of the Trust's vehicles that are used primarily for private purposes are excluded from the smoking ban. Any questions concerning these provisions should be directed to the Headteacher or HR Manager.

The Trust is committed to making this policy effective and to promoting a healthy working environment. Staff who experience particular difficulty complying with this policy should discuss their situation with their line manager, the Headteacher or the HR Manager.

5. BREACHES OF THE POLICY

Breaches of this policy will be dealt with under our Disciplinary Procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

Smoking in smoke-free premises or vehicles is also a criminal offence and may result in a fixed penalty fine and/or prosecution.

6. REVIEW AND AMMENDMENT

This policy is reviewed and amended every 3 years by the Trust.

Date of next review July 2021