



## **SMOKE FREE POLICY**

Date approved by Directors  
28<sup>th</sup> March 2023

# TENTERDEN SCHOOLS TRUST

## Smoke Free Policy

This policy will be reviewed every 3 years

**DATE OF POLICY: MARCH 2023**

**DATE OF REVIEW: MARCH 2026**

**Members of staff responsible for Policy:**

**Chief Executive Officer & HR Director**

**Signed**



**Chief Executive Officer**

**Signed**



**Chair of the Trust Board**

# TENTERDEN SCHOOLS TRUST

## SMOKE FREE POLICY

### Introduction

The purpose of this policy is to:

- Promote a safe and healthy working environment for Tenterden Schools Trust staff, students and visitors
- Protect all employees, temporary workers, contractors, students and visitors from exposure to secondhand smoke and to assist compliance with the Health Act 2006
- Support Tenterden Schools Trust staff and students who wish to give up smoking

This policy relates to all employees of Tenterden Schools Trust, temporary workers, contractors, students and visitors. Allowing staff and students to smoke or vape in close proximity to schools undermines the message that smoking and tobacco smoke pollution are dangerous. The Trust has a duty to protect the health and wellbeing of staff, as well as students, from the health hazards of smoking and to demonstrate its commitment to this.

### Responsibilities

The Chief Executive Officer must ensure that mechanisms are in place to:

- Ensure that staff, students, contractors, volunteers and visitors are made aware of the policy;
- Ensure that this policy is adhered to by staff, and that resources are available to ensure effective implementation;
- Comply fully with the policy and provide a suitable role model for staff and students.

Line Managers must

- Ensure that all staff reporting to them adhere to this policy;
- Ensure that any staff wishing to quit smoking are signposted to support
- Ensure that staff are fully supported in reminding other people of the no smoking policy;
- Comply fully with the policy and provide a suitable role model for staff and students.

Staff must

- Comply fully with this policy and provide a suitable role model for other staff, students and visitors by complying with the policy.

### Smoke Free Environment

Smoking (including Electronic Cigarettes and Vapourisers) is not permitted inside the buildings or the grounds of the Trust or within 10 metres of individual site boundaries. Staff, students and visitors are not permitted to smoke in their vehicles whilst parked on site or within 10 metres of school boundaries.

When staff smoke off site (at least 10 metres from school boundaries), lanyards must be completely covered so they cannot be identified as Trust staff. Consideration should also be given to the lasting effects of smoke fumes when interacting with students.

### Smoking breaks

Time taken for smoking breaks must be agreed with your line manager and this time is not additional to rest breaks. Any time in excess of allocated lunch breaks must be made up.

**Non-compliance**

Violation of this policy may result in action being taken under the Tenterden Schools Trust Disciplinary Policy.

**Support for stopping smoking**

Tenterden Schools Trust wishes to provide as much support as possible for those who wish to stop smoking. Clear advice on the best ways of stopping is provided at NHS Live Well. <https://www.nhs.uk/live-well/quit-smoking> as well as links to local stop smoking services.