Wawne Primary School

Smoke-Free Policy

November 2025

Contents

Statement of intent

1. Legal framework
2. Roles and responsibilities
3. E-cigarettes on the premises
4. Smoking on the premises
5. Smoking or vaping in vehicles
6. Disciplinary sanctions
7. Support
8. Monitoring and review

Statement of intent

Wawne Primary School has a duty to protect its employees and pupils from known hazards. We understand that the health risks associated with smoking are serious and detrimental for those who smoke, as well as people within close proximity.

Through this policy, we aim to:

- Create a smoke-free environment for all those within the school community, including staff, pupils, visitors, parents, etc.
- Create a smoke-free environment whilst attempting to be sensitive to those who find it difficult not to smoke on the premises.
- Clarify the use of e-cigarettes and cigarettes on, and around, the school premises.

The principles outlined in this policy apply to all staff, pupils, visitors, contractors and parents.

The principles outlined in this policy also continue to apply whether or not 'no smoking' signs are displayed.

The principles outlined in this policy only apply to tobacco smoking and vaping, not cannabis smoking, which is covered in the school's Drug and Alcohol Policy.

Legal framework

This policy has due regard to legislation, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Children and Young Persons (Protection from Tobacco) Act 1991
- Health Act 2006
- Equality Act 2010
- Nicotine Inhaling Products (Age of Sale and Proxy Purchasing) Regulations 2015
- Public Health England 'Use of e-cigarettes in public places and workplaces'
- DfE 'Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement'

Roles and responsibilities

The headteacher will:

- Be responsible for the overall implementation of this policy.
- Ensure that all staff act in accordance with this policy.
- Implement and approve ways to teach pupils about the risks associated with smoking.
- Be responsible for determining and implementing disciplinary measures for those who do not follow this policy.

The governing board will:

- Hold the headteacher accountable for the implementation of this policy.
- Review any incidents associated with smoking.

The school nurse will:

- Support members of the school community who wish to quit smoking by offering advice.
- Have conversations with pupils who are caught smoking to ensure that they aware of the risks.

Pupils and staff will:

- Act in accordance with this policy at all times.
- Engage in the school's anti-smoking curriculum, events and activities.
- Report incidents of smoking in and around the school premises to the headteacher.

Teachers will educate pupils about the risks of smoking and why they should avoid it.

E-cigarettes on the premises

For the purpose of the policy, the process of using an e-cigarette is defined as vaping.

Although e-cigarettes are not covered by the Health Act 2006, the school will adopt a fully smoke-free environment, and will recognise that the use of e-cigarettes, whilst safer for health than cigarettes, still pose some hazards, particularly for those with asthma and respiratory conditions who may be affected by the vapour.

The school will also recognise that e-cigarettes may create a nuisance for others in the production of vapour, particularly for non-users.

The school will not consider the use of e-cigarettes to be professional behaviour and, therefore, individuals are not permitted to use e-cigarettes in the presence of others, particularly pupils, whilst on the premises.

The school will not allow vaping breaks at any times during the school day. If an individual wishes to use their e-cigarette, they are only permitted to do so during arranged break times, e.g. lunch time, and in accordance with the principles outlined above. Only contractors, visitors and staff are permitted to leave the school premises during their break times to use e-cigarettes.

Staff, visitors and contractors are prohibited from purchasing e-cigarettes for pupils and any other individuals under the age of 18 at the school, e.g. visitors.

Smoking on the premises

Smoking is prohibited on the school premises at all times; there are no designated areas available on the school premises for smoking.

Staff, contractors, visitors and pupils are not permitted to smoke within the immediate vicinity of the school premises during school hours; this is to reduce the risk of pupils, parents and other members of the school community witnessing the individual smoking, which may affect professional etiquette.

Any individual who is witnessed smoking on the premises, or within the vicinity during school hours, will be subject to disciplinary sanctions.

The school will not allow smoking breaks at any times during the school day. If an individual wishes to smoke, they will only be permitted to do so during arranged break times away from the school premises and out of sight of pupils. Only contractors, visitors and staff will be permitted to leave the school premises during their break times to smoke.

It is illegal for any individual under the age of 18 to smoke. Any pupil witnessed using cigarettes in and around the school premises, or whilst wearing school uniform, will face disciplinary action.

In accordance with the school's Child Protection and Safeguarding Policy, staff, visitors and contractors will be strictly prohibited from purchasing cigarettes for pupils and any other individuals under the age of 18.

Everyone will be informed of the fire risks associated with smoking and will be encouraged to read the school's Fire Safety Policy.

Staff members will be made aware of the dangers of passive smoking to those around them and will ensure that where they must smoke, this is done as far away from the school site as reasonably possible.

All areas of the school premises, including outdoor areas, are designated smoke-free environments and, as such, all individuals will be prohibited from smoking anywhere on the premises.

Smoking or vaping in vehicles

Smoking or vaping will not be permitted at any time in vehicles being used on behalf of the school, e.g. school minibuses, where car mileage allowance is being claimed, and at times when pupils are present in the vehicle.

Smoking or vaping will not be permitted in any personal vehicles on the school premises or within the immediate vicinity of the school premises. Any individual witnessed smoking or vaping in personal vehicles, or in vehicles used on behalf of the school, will be subject to disciplinary action as outlined in the 'Disciplinary sanctions' section of this policy.

Disciplinary sanctions

If a member of staff breaches any of the guidelines in this policy, they will be subject to disciplinary action in accordance with the Staff Code of Conduct.

Staff will also be subject to a penalty fine and possible criminal prosecution if their actions deem this necessary.

Visitors and contractors who breach the guidelines in this policy will be asked to leave the premises. Refusal to comply with this request will result in the school contacting the police if necessary.

Pupils will be classed as smoking or vaping if:

- They are seen smoking or vaping.
- They are seen with a cigarette or e-cigarette in their hand.
- They are found to have cigarettes or an e-cigarette in their possession.

Pupils caught smoking or vaping will receive a disciplinary sanction immediately in accordance with the school's Behaviour Policy and will be reported to the headteacher.

The headteacher will notify the pupil's parent of the incident and the disciplinary sanctions imposed on the pupil via a written letter.

The pupil will attend a meeting with the school nurse for health advice as soon as possible.

If pupils are continually caught smoking or vaping, their parents will be invited to a meeting with the headteacher and school nurse, and if necessary, further disciplinary sanctions will be imposed on the pupil in accordance with the Behaviour Policy.

Pupils may face suspension or exclusion if they are consistently in breach of this policy and the school's Suspension and Exclusion Policy, or if they are repeatedly putting others' safety at risk.

Support

The school will aim to implement effective, supportive procedures for members of the school community who want to quit smoking, and improve the health of both smokers and non-smokers.

If an employee wishes to stop smoking, they will be able to request a meeting with the school nurse to discuss what help is available.

The school will regularly educate pupils about the effects of smoking, both through the requirements of the national curriculum, and through additional sessions, e.g. PSHE lessons and assemblies.

Pupils will be encouraged to seek help from the school nurse if they:

- Would like further information about the effects of smoking.
- Would like to quit smoking.
- Would like to know more about additional methods of support.

Monitoring and review

This policy will be reviewed every three years by the headteacher; the next scheduled review date for this policy is November 2028.

Any changes made to this policy will be communicated to all members of staff, and pupils if necessary.

All staff, visitors and contractors will be required to familiarise themselves with this policy as part of their induction periods, or upon their attendance at the school.