



Garlinge and Parkside Schools
and Nurseries Federation

Smoking and E-Cigarette Policy

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Garlinge Primary School and Nursery want to develop and foster a healthy organisation for staff and pupils. The position we adopt on smoking and the use of e-cigarettes (nicotine containing products (NCP)) on our premises is one of the ways in which we attempt to improve the working environment whilst respecting the position of individuals who choose to smoke or use NCPs.

Aims

This policy aims to give non-smokers the right to work in an environment that is free of tobacco smoke and vapours from e-cigarettes, whilst acknowledging the needs of people who do smoke or use NCPs.

Scope

This policy applies to all employees, members, contractors, visitors and members of the public whilst on our premises.

Policy Statement

Smoking and the use of e-cigarettes or “vaping” is not allowed in any of our buildings or on our premises for the health, safety and well-being of our staff, pupils and visitors. The smoking and e-cigarettes policy will apply to any of our rooms or premises that are hired out for functions.

Smoking and Others

E-Cigarettes – We expect people who use e-cigarettes or ‘vape’ to use these devices away from our premises.

Whilst it is recognised that there is no current legislation banning these products they remain unlicensed and little is known about the health risks they may cause. E-cigarettes contain liquid nicotine, flavour and other chemicals which is turned into vapour and is inhaled by the user. Our intention is to protect non-smokers from being exposed to these vapours which could be potentially harmful, and may cause safety concerns.

Until such time as legislation comes into effect the school will take the position of banning the use of these devices in our buildings or on our premises.

Smoking and Vaping outside buildings - We expect people who are smokers or vapers to take steps to minimise the effects of their smoke or vapours on others whilst at school. Primarily this will be by ensuring that when smoking it is at a reasonable distance away from our premises.

Smoking and Vaping in Vehicles - Smoking and vaping is not allowed in the school minibus.

Smoking and Vaping Breaks - Whilst we acknowledge that people may need to take breaks during the working day, including breaks to smoke and use e-cigarette devices, these should be minimal and in agreement with your line manager.

Enforcement and Monitoring

Managers are responsible for ensuring staff comply with this policy. Persistent and/or intentional breaches of the policy will lead to disciplinary action under the school’s Disciplinary Procedure.

Any visitor to our premises who breaks the conditions of this policy will be asked to stop smoking or vaping, or to leave the premises.

This policy will be:

- Displayed in the school and will be available on school website
- Communicated to all employees, members, contractors, visitors and external clients
- Made available to all new employees as part of their induction

Please note that where you see a 'No Smoking' sign this will also mean that you will be unable to use e-cigarettes or vape. Signs will be clearly displayed around buildings.

Local Support and Other useful contacts for Staff

Support is available for staff who wish to stop smoking from the organisations below:

- [Kent County Council - Quit Smoking](#) – provides referral forms/plans/Apps as support
- [Action on Smoking and Health \(ASH\)](#) – offer confidential advice on problems associated with smoking in the workplace
- [NHS – Take Steps NOW to quit smoking](#), Helpline 0300 123 1044