



“Teaching children to think intelligently, act wisely and be fully engaged in a challenging and changing world.”

Smoke-Free Policy

September 2018

SMOKE-FREE POLICY

Aims of the Policy

The policy aims to:

Promote and maintain a healthy environment for all who use the school and in doing so to provide consistent messages and role models to students.

Actively discourage young people from starting or continuing to smoke.

The success of the policy depends upon the consistent implementation and monitoring by all.

Context

The policy supports the wider health education curriculum, National Healthy Schools and the government's Smoke Free England Policy and legislation.

It is illegal to sell tobacco to anyone under the age of 18.

The health risks associated with smoking are generally well known and understood by all in our society, including children in primary school.

Individuals have a responsibility for their own health and well-being to seek out information, guidance and support to ensure they are well informed about the risks associated with smoking.

Restrictions

- Smoking is not allowed on the school site or in school premises at any time.
- Smoking is not allowed by any pupil or student elsewhere at a time when the pupil or student is under the lawful control or charge of a member of staff of the school.
- Smoking is not permitted off the school site by any student of the school whilst in school uniform – this includes travelling to and from school.
- Possession of smoking materials by students is prohibited. (This includes all **smoking materials, related equipment and paraphernalia**. This includes herbal alternatives, the sale of which is not restricted.)
- This policy will apply to all persons who work on or visit the school site.
- School minibuses and coaches in use on school activities are included in the restriction alongside expected behaviour on outings, activities and exchange visits.
- Staff, whilst on duty or representing the school in any capacity, may not smoke in the presence of students from Sexey's or any other educational establishment.
- All of the above restrictions also include the use of E-Cigarettes.

Implementation

- All students will be advised of the policy through assemblies and school notices.
- Support and information will be available and offered through the Health Centre to those wishing to stop smoking who request it.
- Signs will be displayed on the school site.
- Parents will be notified of the policy.
- Students will be educated about and have an opportunity to discuss the risks associated with smoking through PSHE and the wider curriculum.
- A Smoke Free Guidance document will be available to staff to ensure a consistent approach is maintained.
- Job advertisements will include reference to the policy.
- Contact will be maintained with local retailers encouraging them to support our efforts to protect our students and discourage smoking.

Related Policies

Behaviour

Health and Safety

Drugs

Curriculum

Updated Matt Kiely September 2018

Review Date: September 2020

Smoke-Free Guidance Document.

First Principles

The first and most important principle is the health and welfare of the individual. We should actively promote healthy life style choices and provide education, support and guidance to facilitate this. Smoking is known to be very damaging to the health and life expectancy of the individual and we should do all we can to discourage young people from choosing to smoke and potentially developing an addictive habit.

School Values Statement

As a school community we believe that smoking is harmful and detrimental to the well-being of the individual and the school community as a whole.

We all must work together to make the school a smoke free environment, whilst we seek to support individuals trying to stop smoking, we must also:

- Making it clear that smoking on the school site is not acceptable and will not be permitted;
- Actively discourage students from starting or continuing to smoke;
- Actively prevent smoking from continuing to take place;
- Actively discourage the notion or perception that smoking is 'cool', is a natural part of teenage developmental behaviour, is the result of boredom;
- Empower students not to start smoking through positive peer support.

Support Available

Smoking cessation sessions and support are available through the school's Health Centre, where smokers can access support, advice and aids to help them reduce and give up smoking. When a smoker makes a self referral to access this service it will be treated in complete confidence.

If a smoker is advised of this service as a result of being found smoking, parents will be advised in a letter that this service had been offered. On subsequent occasions, on being found smoking, the Health Centre staff will be asked to verify if a student has attended any smoking cessation session, as this will have a bearing on the action to be followed.

Legal Frame work

- ❖ **The Children and Young Persons (Sale of Tobacco etc.) Order 2007** makes it illegal sell tobacco to persons under the age of 18
- ❖ **The Smoke-free (Premises and Enforcement) Regulations 2006** makes it illegal to smoke in any enclosed public space.
- ❖ **Section 94** of the **Education and Inspections Act 2006** provides power for school staff to confiscate and dispose item belonging to a pupil or student as part of a disciplinary penalty.
- ❖ **Section 89(5)** of the **Education and Inspections Act 2006** provides power for Headteachers to take measures to regulate the conduct of pupils and students at a time

when they are not on the premises of the school and are not under the lawful control or charge of a member of the staff of the school.

Implimentation

This document provides guidance on how the school's Smoke Free Policy should be implemented on a day to day basis and should be read with reference to that policy, as it contains the aims and objectives set out by the school Governors.

Reference should also be made to the School's Behaviour Policy, which lists materials which are prohibited on the school, which include cigarettes, matches and other accosiated equipment and therefore the possession of these may also need to be considered.

This section of the guidance applies only to students, regardless of age. Members of staff who fail to follow the Smoke Free Policy will be managed under the staff discipline procedures.

There are no 'informal warnings'. There is no way of knowing how many 'informal warnings' an individual has had. For fairness and consistency everyone must follow the school procedure.

Smoking offences include being found smoking or being found in possession of smoking materials.

Individuals found in the company of someone smoking should be disciplined for knowingly supporting another in breaking school rules. However, the punishment for this must be based on the general discipline ladder either as a minor offence or being out of bounds, if this is appropriate.

Procedure:

1. Inform the student of the action you will be taking and confiscate any prohibited items.
2. The member of staff discovering a smoker must report this either via CPOMS to the Form Tutor (during the school day) or by phone to the appropriate Housemaster/Housemistress (HoM) (during evenings and weekends).
3. The Tutor/HoM must first check the school records to establish the number of times the individual has been found smoking. This should be recorded on CPOMS.
4. Having established the appropriate level the Tutor or HoM must action this as outlined in the discipline ladder or hand it over to the person named in the discipline ladder for them to take action. (Anyone found smoking inside a building will automatically advance to level 3. This is due to the inherent fire risk involved.)
5. The person actioning the incident should:
 - a. see the individual(s) involved;
 - b. clarify any details they think necessary;

- c. inform the individual(s) of action to be taken;
 - d. send the appropriate letter(s) to parents;
6. Once a letter has been generated the person actioning will:
- a. update and where appropriate enter the information onto CPOMS;
 - b. copy letter(s) as indicated on the discipline ladder.

Note:

Level 1 Standard letter is available at S:\Boarding Documents\Smoking Letters.

Levels 2-5. Head's PA will generate Externals Exclusion letters.

Levels 6 - Head's PA will generate Permanent Exclusion letters

Smoking Action Ladder

Offence	Action	Actioned by	Record	Informed (as appropriate)
1 st	<ul style="list-style-type: none"> Offer smoking cessation counselling with Health Centre staff. <p>Sanction</p> <ul style="list-style-type: none"> Confiscation and disposal of Materials. Letter to parents + copy of discipline ladder 	Tutor / HoM	CPOMS	Head of 6 th Form (If 6 th former) Assistant Head HoM/Tutor Parents
2 nd	<ul style="list-style-type: none"> Clarify if cessation counselling was followed up. <p>Sanction</p> <ul style="list-style-type: none"> Confiscation and dispose of Materials. Letter to parents + copy of discipline ladder Internal isolation 1 day 	Tutor / HoM	CPOMS	Head of 6 th Form (If 6 th former) Assistant Head HoM/Tutor Parents
3 rd	<ul style="list-style-type: none"> Clarify if cessation counselling was followed up. <p>Sanction</p> <ul style="list-style-type: none"> Confiscation and dispose of Materials. External Exclusion 1 day Letter to parents 	HOB / Assistant Head of School / Head of 6 th form	CPOMS	As Above + Assistant Head Director of Boarding
4 th	<ul style="list-style-type: none"> Clarify if cessation counselling was followed up. <p>Sanction</p> <ul style="list-style-type: none"> Confiscation and dispose of Materials. External Exclusion 3 days. 	HOB/ Assistant Head of School / Head of 6 th form	CPOMS	As Above + Assistant Head Director of Boarding
5 th and subsequent	<ul style="list-style-type: none"> Confiscation and dispose of Materials. Interview with parents and students External Exclusion 5 Days. 	Director of Boarding/ Deputy Head Standards (Exclusion to be confirmed by Head)	CPOMS	As above + Head

Note: Any student found smoking inside a building will advance to level 3. The Smoke-free (Premises and Enforcement) Regulations 2006 makes it illegal to smoke in any enclosed public space.

The non-smoking rules will apply to all at all times and in all areas of the school and its immediate vicinity during term time.

Staff are only permitted to smoke at the designated area in the 'lay-by' at the bottom of Gants Mill Lane. This area must be kept litter free at all times.

There are no dispensations for students over the age of 18. As students of the school they are expected to abide by the school policies.