



Smoking Policy

Introduction

Second-hand smoking, breathing in other people's tobacco smoke, has been shown to cause cancers, heart and respiratory disease in non-smokers.

Health Improvement and Protection Act 2006, states that from summer 2007 all enclosed work places would need to be smoke free.

The Health and Safety at Work Act 1974, places a duty on employers to provide a working environment that is:

'Safe, without risks to health'

Melior Community Academy acknowledges that second-hand tobacco smoke is both a public and work place health hazard and has therefore adopted this no smoking policy

Aims of the Policy

The policy seeks to:

- o Guarantee a healthy working environment and protect the current and future health of employees, students, parents and visitors
- o Guarantee the right of non-smokers to breathe in air free from tobacco smoke
- o To comply with National Legislation, Health & Safety Legislation and Employment Law
- o Raise awareness of the dangers associated with exposure to tobacco smoke
- o Take account of the needs of those who smoke and to support those who wish to stop

Restrictions on Smoking

Smoking is not permitted in any part of the premises, entrances or grounds at any time, by any person regardless of their status or business with the School.

Smoking will not be tolerated at entrances and exits and is not permitted in any of the following areas, lifts, corridors, stairways or wells, toilets, meeting or staff rooms or other areas.

Visitors

All visitors, contractors and deliverers are required to abide by the no-smoking policy. Staff members are expected to inform visitors of the no-smoking policy. However they are not expected to enter into any confrontation which may put their personal safety at risk.

Vehicles

Smoking is not permitted in company vehicles or any vehicles being used on School business

Support for smokers

Any smoker requiring help and support in giving up smoking are encouraged to seek assistance. For more information or to access stop smoking support straight away, contact 0800 7723249 or 01724 642014, or visit www.smokefreelifenorthlincolnshire.co.uk or the National Don't Give Up Giving Up free-phone helpline 0800 169 0 169

Disciplinary Action

Detail the action to be taken against staff, who disregard the policy.

- 1. A member of the Senior Leadership Team will speak informally with the member of staff and outline procedures in school and where support is available.*
- 2. Continuation of the problem will be referred to the principal who will consult with Governors if appropriate.*
- 3. If necessary, formal disciplinary procedures will be instigated.*

Monitoring and reviewing

This policy will be reviewed every year to ensure that it continues to meet the aims. The No-smoking policy Co-ordinator is Ms Bidmead who can be during school hours 01724 868666

Comments related to the maintenance of this policy should be directed to the No-smoking policy Co-ordinator

Student Smoking

Melior Community Academy site is a non-smoking site. The Governors do not condone smoking by students on the way to and from school and will always seek parental support for this rule, as the law now states that minimum age for purchase of cigarettes is 18.

Students are not allowed to smoke on the Academy premises. For any student who is seen smoking the following actions will be taken:

1. The first time (and subsequent times) that the student is seen smoking the name of the student will be passed to the Inclusion team on a yellow serious concern sheet for smoking, a phone call home will be made or alternatively a letter will be sent home to parents informing them that the student will serve **1 break time detention**.
2. The second time the student is seen smoking, a phone call home will be made or alternatively a letter will be sent home to parents informing them that the student will serve **2 break time detentions**.
3. The third time the student is seen smoking, a phone call home will be made or alternatively a letter will be sent home to parents informing them that the student will serve **1 day in isolation in the pastoral support unit that includes break and lunchtime (PSU)**.
4. The fourth time the student is seen smoking, a phone call home will be made or alternatively a letter will be sent home to parents informing them that the student will serve **2 days in isolation in the pastoral support unit that includes break and lunchtime (PSU)**.
5. The fifth time the student is seen smoking, a phone call home will be made or alternatively a letter will be sent home to parents informing them that the student will serve **3 days in isolation in the pastoral support unit that includes break and lunchtime (PSU)**. The letter will also warn them that the next time the student is caught smoking they will serve a one day external fixed term exclusion.
6. The sixth time the student is seen smoking, a fixed term exclusion letter will be sent home to parents informing them that the student has been excluded for 1 day and that a reintegration meeting will be arranged with a member of senior staff. The reason for the exclusion will be **"The persistent and wilful refusal to follow the school smoking policy"**.