




The Park Federation Academy Trust

**Smoke Free Policy
2021**

Version History

Version	Date	Status and Purpose	Changes overview
1	22 June 2013	Draft for comment	
	08 July 2013	Approved	
2	01 September 2015	Draft for comment	Staff not to use e-cigarettes on site
3	26 September 2015	Approved	
4	22 September 2018	reviewed	
5	July 2020	reviewed	
7	July 2021	reviewed	No changes

Approval History

Signed by the CEO and Federation Principal on behalf of the Board of Directors	Dr. Martin Young 
Date of approval	15 th July 2021
Date of review	July 2022

Notes on Document Control

This document is the property of The Park Federation Academy Trust and its contents are confidential. It must not be reproduced, loaned or passed to a 3rd party without the permission of the authoriser.

It is controlled within the Park Federation Academy Trust Admin Server where the electronic master is held and can be accessed on a read only basis, subject to security permissions.

Users of the document are responsible for ensuring that they are working with the current version.

Paper or electronic copies may be taken for remote working etc. However, all paper copies or electronic copies not held within the Admin Server are uncontrolled. Hence the footer 'DOCUMENT UNCONTROLLED WHEN PRINTED' which must not be changed.

Once issued, as a minimum this document shall be reviewed on an annual basis by the originating team/function. Any amendments shall be identified by a vertical line adjacent to the right hand margin.

To enable continuous improvement, all readers encouraged to notify the author of errors, omissions and any other form of feedback.

Contents

		Page
01	Introduction	4
02	Objectives of the policy	4
03	The Policy	4
04	Students	4
05	Staff	4
06	Visitors to the academy	5
07	Those leasing or hiring the Academy	5
08	Implementation of the Policy	5
09	Advice and Counselling	5

Section 1: Smoke Free Policy

Introduction

The purpose of the Policy is to ensure that the Park Federation Academy Trust meets its obligations under the Smoke-free (Premises and Enforcement) Regulations 2006 and its commitment to the Healthy Schools programme. The Trust also has a duty to protect the health of staff, students and visitors to each of its properties.

The policy applies to all staff, students, visitors to the Trust grounds and any person(s) leasing or hiring any part of the Academy Trust premises or grounds.

Objectives of the Policy

- To comply with the Smoke-free (Premises and Enforcement) Regulations 2006, which has placed a duty on 'any person who controls or is concerned in the management of smoke-free premises' to ensure compulsory signage is displayed in the required places and smoking is prevented in all 'enclosed' or 'substantially enclosed' premises which has placed a duty on 'any person who controls or is concerned in the management of smoke-free premises' to ensure compulsory signage is displayed in the required places and smoking is prevented in all 'enclosed' or 'substantially enclosed' premises
- Satisfy section 2(2)(e) of the Health and Safety at Work Etc. Act 1974, which places a duty on employers to provide a working environment for employees that is 'safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work'
- To protect non-smokers from exposure to second-hand smoke;
- To demonstrate the Trust's commitment to protecting the health of its staff, students and the community it serves, reducing the risk of fire;
- To educate students and staff about the health risks of smoking;
- To provide support for those who wish to stop smoking.

The Policy

This Trust and all of its buildings are to be maintained as a smoke-free environment. Smoking is not permitted in any buildings or grounds.

Children

- Children are not permitted to smoke while on site or while in public wearing school uniform;
- Students are not permitted to smoke while engaged in Academy-related activities outside normal school hours;
- Any student who does not observe the smoking rules will be subject to the discipline and behaviour policies of the Trust.

Staff

- Staff are not allowed to smoke on the premises;
- Staff are not allowed to smoke in the presence/sight of children or parents. This includes trips outside academy hours;

- Staff are not allowed to use e-cigarettes in academy grounds as these could be perceived as cigarettes;
- Contravention of the non-smoking rules will be regarded as a breach of discipline and the matter will be pursued through the normal disciplinary procedures.

Visitors to the academies

All visitors, including parents, Board Directors, Academy council members, suppliers and contractors will not be permitted to smoke on Academy premises or grounds.

Those leasing or hiring the Academy premises

Persons using the premises, for any purpose, at any time, will not be permitted to smoke whilst on the premises or grounds.

Implementation of the Policy

- Members of staff will be informed by the website and this policy will become part of their contract of employment;
- Parents will be informed by the website;
- Visitors will be informed that the Academy and its grounds are smoke-free;
- Appropriate signage will be posted around the Academies.

Advice and Counselling

Advice and support to discourage smoking will be offered through the academy's counselling services.