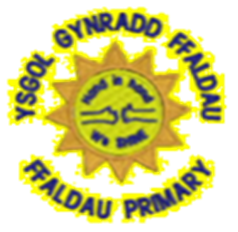
**School Smoke-Free Premises Protocol**

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**Ffaldau Primary School**

Issued: January 2023

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**Introduction**

Ffaldau Primary is a smoke-free school. **The Whole School smoke free premises policy developed by Cwm Taf Morgannwg for all schools within the health board can be found on this** [**link**](file://metropolis/HR_Centre/Employee%20Relations/-%20SCHOOLS/-%20POLICIES/Draft%20Policies/Smoke%20free%20policy/FINAL%20CTM%20School%20Smoke%20Free%20Pol%202022.docx) **which gives further information, details and support.**

Within this policy where smoking is mentioned it also includes vaping. Smoking is not permitted in any part of the school’s premises, associated school grounds or school vehicles. There are no designated smoking areas within the school buildings or grounds.

The Smoke-free protocol applies to all events/activities held in the school, including before or after school sessions which are attended by school employees as part of their work and/or visitors to such meetings/events.

This protocol applies to everyone using the school premises or vehicles and all vehicles used on school business to transport school staff or learners.

No Smoking signs must be displayed in a prominent position at, or near entrances to smoke-free premises and grounds.

School staff and governors are responsible for supporting a smoke-free school, monitoring compliance with the protocol and acting on concerns arising from smoking behaviours.

Smoking on school grounds can result in a fixed penalty fine of £100, since 1 March 2021, it is now illegal to smoke on school grounds.

Staff will have the knowledge and understanding of policies, procedures and agreed practice to support the implementation of this Smoke-Free protocol through dissemination. It is provided in staff induction, handbook, the school prospectus, school website and notice boards. It will be widely publicised to staff, learners and the whole-school community, parents of new entrants will also be informed of it, as will contractors, other workers and visitors.

1. **Roles & Responsibilities-**

**2.1 Headteachers**

The Headteacher will:

* take reasonable steps to stop a person smoking in the grounds
* Work with Governors to ensure compliance with the protocol, and keep them informed of provision, issues and progress around smoking
* Allocate responsibility to a designated staff member for a whole school approach to being a smoke-free school
* Act upon any concerns which may arise from learners smoking behaviours
* Share intelligence with relevant partners/ Crime Stoppers/Trading Standards about illicit tobacco
* Keep a record of incidents

**2.2 Governors:**

* The Governing Body has the responsibility to review and ensure there is an up-to-date protocol that ensures the school complies with government legislation.
* Ensure regular evaluation of provision and protocol.

**3.3 All staff:**

* Support a smoke-free school
* Report illicit tobacco intelligence to the Headteacher
* Instigate safeguarding procedures if relevant, for learners involved in smoking/ tobacco related incidents

1. **Providing a smoke-free environment**

**3.1 School Premises**

* Smoking is not permitted on any part of the school’s premises and associated school grounds. There are no designated smoking areas within the school buildings or grounds.
* The smoke-free requirements will not apply to a dwelling that is within a school grounds. For example, the garden of a caretaker’s house within the school grounds would not be required to be smoke-free.
  1. **Visits**
* The Smoke-free protocol applies to all events/activities held in the school, including before or after school sessions which are attended by school employees as part of their work and/or visitors to such meetings/events.
* This Protocol applies when learners are taken off site for any reason, by school employees such as school excursions. Although the venue visited may not have a smoke-free policy, this cannot be enforced, consideration should be given to ensure employees and pupils are not exposed to unreasonable amount of smoke during their visit.
  1. **Transport**
* This protocol applies to everyone using the school premises or vehicles and all vehicles used on school business to transport school staff or learners.
* It is against the law to smoke in a vehicle that is used wholly or mainly for work purposes or carries learners or members of the public. ‘No smoking’ signs are required to be displayed.
* Smoking is not permitted in any school vehicle, nor is it permitted in any commercial vehicle transporting learners on school journeys/ educational trips in accordance with the legislation
* Our staff are asked to refrain from smoking in their own vehicles when carrying passengers on behalf of the school.
* The driver, operator or person responsible for a smoke-free vehicle must take reasonable steps to stop smoking in the vehicle: <https://gov.wales/smoke-free-law-guidance-changes-march-2021-html#section-58227>

1. **Environment**

Providing a smoke-free environment will reduce smoking related litter in and around the school premises.

**4.1    Smoke-free School Gates**

If the school is part of the Smoke-free School Gates initiative to further reduce exposure to second-hand smoke and de-normalise smoking, signs may be displayed at the school gates.

1. **Smoking Cessation Support**

When smoking cessation is required, persons will be signposted to relevant agencies, the school will support smoking staff to quit. No smoking signage will be displayed in school areas to create a positive visual message which supports a smoke-free working and learning environment.

1. **Responding to smoking related incidents: -**

The following section will need to be agreed and personalised by the Headteacher and Local Authority Leads. Smoking on school grounds can result in a fixed penalty fine of £100. The following procedures will apply when there is non-compliance with the Smoke-Free Protocol

**6.1 Contact with the Police** if appropriate

The school will refer to the School Crime Beat Protocol Guidance on tobacco related incidents: [Microsoft Word - WPSP School Crime Beat Protocol ENG wpsp\_scbp\_20211119\_rev1.docx (schoolbeat.cymru)](https://scanmail.trustwave.com/?c=261&d=moK84kysbazmTk8i0HQDhZqYZD8azLho53qcMfkTZA&u=https%3a%2f%2fschoolbeat%2ecymru%2fuploads%2fmedia%2fWPSP%5fSchool%5fCrime%5fBeat%5fProtocol%5fENG%5fwpsp%5fscbp%5f20211119%5frev1%2epdf)

[Microsoft Word - RYHC Protocol Trechu Troseddau mewn Ysgolion CYM ryhc\_ptty\_20211119.docx (schoolbeat.cymru)](https://scanmail.trustwave.com/?c=261&d=moK84kysbazmTk8i0HQDhZqYZD8azLho53vJNPsfZA&u=https%3a%2f%2fschoolbeat%2ecymru%2fuploads%2fmedia%2fRYHC%5fProtocol%5fTrechu%5fTroseddau%5fmewn%5fYsgolion%5fCYM%5fryhc%5fptty%5f20211119%2epdf)

**6.2 Out of School Procedures**

The school has no role in dealing with tobacco incidents outside school hours and premises other than on school trips. On educational trips, including residential, the Smoke-Free Protocol will apply.

**6.3 Procedure for Dealing with Incidents involving Staff**

Tobacco or vaping related incidents involving staff are subject to the Disciplinary Procedures for School Staff. The staff member will be offered information to help quit smoking through the local Smoking Cessation Services (see Appendix 3).

**Appendices**

***These appendices are here for your information, and it is up to you if you decide to leave these appendices within your working Smoke-Free School Protocol.***

**Appendix 1: No smoking signage**



<https://gov.wales/smoke-free-law-guidance-changes-march-2021-html#section-58274>

<https://gov.wales/sites/default/files/publications/2021-01/it-is-against-the-law-to-smoke-in-these-school-grounds-poster.pdf> .

**Appendix 2 - Good Practice Audit tool**

**Standard 1: Signage**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Questions** | | **Guidance (If any is applicable)** | **√** | **X** | **N/A** | **Comments** |
| **1** | Are No Smoking signs well positioned, away from other signs, at every entrance and visible to all? |  |  |  |  |  |
| **2** | Do the signs have the correct graphic & wording? This must read:  *It is against the law to smoke in these school grounds/ Mae ysmygu yn nhir yr Ysgol hon yn erbyn y gyfraith*  *DIRWY/FINE £100* | C:\Users\el168473\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\83616719.tmpGuidance on signage can be found at: <https://gov.wales/smoke-free-law-guidance-changes-march-2021> |  |  |  |  |
| **3** | Have you used any posters to support smoke-free school messages? | Additional Smoke-Free poster for schools can be found at: <https://gov.wales/no-smoking-information-posters> |  |  |  |  |
| **4** | Do you regularly monitor and review the condition of the signs around the school grounds? |  |  |  |  |  |
| **5** | Have the signs reduced smoking on the school grounds? | You may want to review where signage is sited with the engagement of learners. |  |  |  |  |
| **6** | Is the school part of the Smoke-Free School Gates Initiative (Initiated by ASH Wales in 2013)? | Please ensure you have the additional official signage alongside your Smoke Free Gates signage |  |  |  |  |
| **7** | Have you created a learner friendly Smoke-Free School sign or logo? | This can be used in all communications with families, contractors and visitors to the school. |  |  |  |  |

**Standard 2: Communication**

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| --- | --- | --- | --- | --- | --- | --- |
| **Questions** | | **Guidance** | **√** | **X** | **N/A** | **Comments** |
| **1** | Are all school staff, contractors and visitors aware of the Smoke-Free Premises and Vehicles (Wales) Regulations 2020 legislation?  How have they been informed? | - when signing into the school  - via Headteacher updates  - via email/newsletters  - staff meeting updates  - policy information  - staff inductions |  |  |  |  |

**Standard 4: Other**

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| --- | --- | --- | --- | --- | --- | --- |
| **Questions** | | **Guidance** | **√** | **X** | **N/A** | **Comment** |
| **1** | Are the school grounds clear of cigarette litter? | How often is this monitored?  Consider linking in with Eco-Schools |  |  |  |  |
| **4** | Does your Smoke-Free Protocol preclude to the use of vaping and e-cigarettes? |  |  |  |  |  |
| **5** | Do you provide information on smoking cessation services? | e.g. Help Me Quit, e-Cigarette information, posters, signposting to websites, handbooks |  |  |  |  |

**Appendix 3: Smoking Cessation Support**

**Help Me Quit (HMQ) –** HMQ is a service developed by Public Health Wales and delivered by Local Health Boards to support smokers to quit smoking. They offer a choice of virtual video consultation, 1:1 sessions, groups or telephone support from a range of NHS stop smoking service providers available in the smoker’s area. For more information about Help Me Quit email [helpmequit@wales.nhs.uk](mailto:helpmequit@wales.nhs.uk), or phone: 0800 085 2219

HMQ also offer bespoke brief intervention training. If you are interested in finding out more about bespoke Smoking Brief Intervention, please contact the Help Me Quit Team on the above email.

Additional posters are downloadable here with reference to the free NHS Smoking Cessation Service-<https://gov.wales/no-smoking-information-posters>