


SMOKING POLICY

Policy Statement

Longwick Pre-school aims to comply with health and safety regulations and the Safeguarding and Welfare Requirements of the Early Years Foundation Stage in making our setting a no-smoking environment - both indoors and outdoors.

Procedure

- All staff, parents and volunteers are made aware of our Smoking Policy.
- No-smoking signs are displayed prominently.
- The Smoking Policy is stated in information for parents and staff.
- We actively encourage no-smoking by having the NHS website link available for parents and staff detailing how they can quit smoking if they are seeking this information (<https://www.nhs.uk/live-well/quit-smoking/nhs-stop-smoking-services-help-you-quit>)
- Staff who smoke do not do so during working hours, unless on a scheduled break and off the premises.
- Staff who smoke during working hours and travelling to and from work must not do so whilst wearing a setting uniform, or must at least cover the uniform.
- E-cigarettes and vaping are not permitted to be used on the premises.
- Staff who smoke or use e-cigarettes during their scheduled breaks must be well away from the premises.
- Staff who smoke during their break make every effort to reduce the effects of odour and passive smoking for children and colleagues.
- Smoking is not permitted in any vehicles belonging to the setting.
- Staff are made aware that failure to adhere to this policy and procedures may result in disciplinary action.
- It is a criminal offence for employees to smoke in smoke-free areas, with a fixed penalty of £50 or prosecution and a fine of up to £200.

<i>Date Policy Implemented</i>	<i>October 2017</i>
<i>Signed</i>	
<i>Name and Role</i>	<i>Alex Barter, Committee Management Chair</i>
<i>Date of Last Review</i>	<i>November 2022</i>
<i>Date of Next Review</i>	<i>November 2023</i>