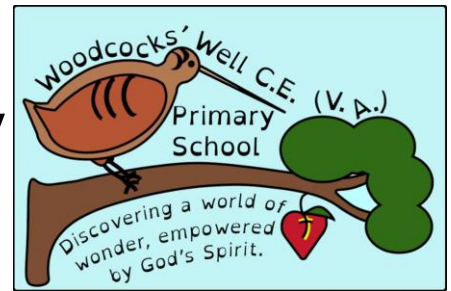


Smoke and Vape-Free Site Policy

- Amendments to policy: September 2026
- Review date: September 2027
- Full Governing Board



1. Introduction

Woodcocks' Well CE (VA) Primary School is committed to providing a safe, healthy, and supportive environment for all members of its community. This policy aims to protect pupils, staff, visitors, and the wider community from the harmful effects of smoking and vaping. This policy also reflects current statutory requirements and guidance including the Smoke-free (Premises and Enforcement) Regulations, the most recent Department for Education guidance relating to smoking and vaping in schools, and local public health guidance. The school will update this policy in line with any legislative changes. It reflects our commitment to promoting health and well-being, in line with our school vision: "Discovering a world of wonder, empowered by God's Spirit," and our values of fostering a love for ourselves and others, growing in self-control, and displaying goodness to all.

2. Purpose

The purpose of this policy is to:

- Protect pupils, staff, and visitors from exposure to second-hand smoke and vape aerosols.
- Promote a healthy lifestyle and discourage smoking and vaping among pupils and staff.
- Create a positive role model for pupils by ensuring that the school environment is smoke and vape-free.
- Comply with all relevant legislation and guidance.
- Support individuals who wish to quit smoking or vaping.

3. Scope

This policy applies to:

- All pupils
- All staff (teaching and non-teaching)
- All visitors (including parents, contractors, volunteers, and delivery personnel)

- All school premises, including buildings, grounds, playing fields, car parks, and school vehicles.
- All school-related activities, including off-site trips, visits, and events.

4. Definitions

- **Smoking:** The act of inhaling and exhaling the smoke of burning tobacco or other substances in a cigarette, cigar, pipe, or other smoking device.
- **E-Cigarette/Vaping:** The act of inhaling and exhaling the aerosol produced by an electronic cigarette or other vaping device.
- **Nicotine replacement therapy (NRT):** medically approved products for nicotine dependence such as patches, gum, inhalers.
- **School Premises:** All land and buildings owned or leased by Woodcocks' Well CE (VA) Primary School, including but not limited to classrooms, offices, playgrounds, sports fields, car parks, and school vehicles.

5. Policy Statement

Woodcocks' Well CE (VA) Primary School is a smoke and vape-free environment. Smoking and vaping are prohibited:

- At all times on school premises.
- During school-related activities, regardless of location.
- Within sight of pupils or where pupils are likely to be present.
- In school vehicles.

This prohibition applies to all individuals, including pupils, staff, visitors, and contractors.

Use of nicotine replacement therapy (NRT) for medical reasons (e.g., prescribed patches, inhalers) by staff is permitted if agreed in advance with the Headteacher and stored/used in a way that does not expose pupils or breach the smoke/vape-free environment. Any medicinal vaping devices prescribed for medical reasons for pupils will be managed via the school's medicines policy and only used under adult supervision and with parental consent.

6. Legal and Regulatory Framework

This policy is informed by and compliant with the following legislation and guidance:

- The Children and Families Act 2014
- The Health Act 2006 (Smoke-free Premises) Regulations
- Public Health England (now UK Health Security Agency) guidance on smoke-free policies.
- Education and Inspections Act 2006
- Relevant guidance from the Department for Education (DfE) and OFSTED.

7. Roles and Responsibilities

- Headteacher (Mrs. Stephanie Beckett): Overall responsibility for the implementation and enforcement of this policy.
- Designated Safeguarding Lead (Mrs. Stephanie Beckett): Responsible for addressing any safeguarding concerns related to smoking or vaping.
- Deputy Designated Safeguarding Leads (Mrs. Johanne McKie/ Mrs. Rebecca Hodgkinson): Support the Designated Safeguarding Lead in addressing safeguarding concerns.
- All Staff: Responsible for upholding the policy, promoting a healthy environment, and reporting any breaches of the policy to the Headteacher or Designated Safeguarding Lead.
- Pupils: Responsible for adhering to the policy and promoting a smoke and vape-free environment.
- Parents/Guardians: Responsible for supporting the school's policy and ensuring that their children are aware of the risks associated with smoking and vaping.
- Governors: Ensure the policy is implemented, reviewed annually, and that incidents and any required statutory reporting are scrutinised at least annually by the Full Governing Board.

8. Implementation

The following strategies will be used to implement this policy:

- Communication: The policy will be communicated to all pupils, staff, parents, and visitors through:
 - o School website
 - o School newsletter

- o Staff meetings
- o Parent information evenings
- o Pupil assemblies
- Signage: Prominent, weatherproof signage will be displayed at all entrances and car parks and near boundary gates. Staff and governors will periodically check signage condition and visibility (termly). Any smoking/vaping on the field or forest school area will be treated as a breach if within sight of pupils.
- Education: Age-appropriate, evidence-based education about tobacco, nicotine, and vaping will be delivered across the curriculum (PSHE/RSHE, Science, and RSE where appropriate). Lessons will be differentiated to meet the needs of pupils with SEND and include reading for pleasure activities and community/family engagement to reflect our school vision and the importance of role-modelling.
- Training: Staff will receive training on the policy and how to address breaches of the policy.
- Support: Information on smoking and vaping cessation services will be made available to staff and pupils who wish to quit.
- Enforcement: Breaches of the policy will be addressed in a consistent and fair manner, as outlined in Section 9.

9. Enforcement

Breaches of this policy will be addressed as follows:

- Pupils:

When dealing with pupils who vape or smoke, staff will prioritise education and safeguarding. If a pupil is found with a device, it will be confiscated, logged, and returned to parents/carers except where a device is an illegal substance matter, which will be escalated to the police. Any disciplinary measures will be consistent with the school's behaviour and safeguarding policies. Where vaping/smoking indicates wider safeguarding concerns (e.g., substance misuse, peer pressure, or mental health issues), the Designated Safeguarding Lead will follow safeguarding procedures and consider early help or referral to external services.

Where a pupil has additional needs or an EHCP, sanctions will be considered in light of reasonable adjustments. The school will prioritise restorative approaches and targeted support to change behaviour rather than exclusion where appropriate.

- Staff:
- o First Offence: Verbal warning and reminder of the policy.

- o Second Offence: Written warning and meeting with Headteacher.
 - o Third Offence: Disciplinary action, in accordance with the school's disciplinary procedures.
- Visitors and Contractors:
 - o First Offence: Verbal warning and request to cease smoking/vaping.
 - o Second Offence: Request to leave the school premises.
 - o Repeated Offences: Banning from the school premises.

Contractors and lettings hirers will be sent this policy as part of the site hire agreement and reminders provided on booking confirmation. Contractors must comply with school rules or risk cancellation of booking and future access. The site manager or nominated staff will ensure contractors are informed on arrival.

Any incidents involving illegal substances will be reported to the police.

10. Confidentiality

All incidents related to smoking or vaping will be treated with sensitivity and confidentiality, in accordance with the school's data protection policy and safeguarding procedures.

Complete secrecy cannot be promised to a pupil, though information given in confidence will not generally be disclosed to anyone else. If a pupil chooses to disclose that they are using a vape without medical authorisation, particularly when seeking support, this information will not be used against them. However, action will be taken to ensure that the pupil comes to no serious harm if this is considered a significant risk. Staff have a commitment to inform the pupil in advance of any disclosure of information to others and if possible enable the pupil to be involved in the process. Staff are committed to protect a young person's anonymity where their information may implicate others. The school nurse and local public health stop-smoking service contact details will be kept up to date and promoted regularly to staff and parents. The school will facilitate referral to the school nurse or community stop-smoking service where appropriate.

11. Monitoring and Review

This policy will be reviewed annually by the Headteacher and Governors, in consultation with staff, pupils, and parents. The review will consider:

- The effectiveness of the policy in achieving its purpose.
- Any changes in legislation or guidance.

- Feedback from stakeholders.
- Data on smoking and vaping-related incidents.

The headteacher will keep an incident log (anonymous where appropriate) of smoking/vaping breaches, actions taken and any safeguarding referrals. Termly summary reports will be provided to governors' committee for scrutiny. The policy will be reviewed following any serious incident or changes in legislation and at least annually. The impact of the policy on the school environment and culture.

Any necessary revisions will be made to the policy and communicated to all stakeholders.

12. Support Services

The following support services are available to pupils and staff who wish to quit smoking or vaping:

- NHS Stop Smoking Services: [Link to NHS website]
- Quitline: 0800 00 22 00
- Local GP
- School Nurse

13. Policy Availability

This policy is available on the school website and from the school office.

14. Associated Policies

This policy should be read alongside:

- Behaviour Policy
- Safeguarding Policy
- Health and Safety Policy
- RSHE Policy