



**LONGTON PRIMARY SCHOOL AND NURSERY**  
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# SMOKING, VAPING AND NICOTINE POLICY

*Protecting children, staff, visitors and the school environment*

## 1. Policy statement and aims

Longton Primary School and Nursery is committed to providing a healthy, safe and welcoming environment for children, staff, families, visitors and contractors. The school operates a smoke-free and vape-free site. Smoking, vaping and the use of heated tobacco products are not permitted anywhere on school premises or grounds, or in school vehicles, at any time.

This is a school rule that applies whether the school is open or closed, during the school day, outside school hours, at events and when the site is used by external organisations. It applies to employees, agency and casual workers, volunteers, governors, visitors, parents and carers, contractors and anyone else using the site.

The policy aims to protect children and adults from exposure to smoke and vapour; promote health and positive role-modelling; set clear expectations for everyone on site; and provide a fair, consistent response to breaches.

## 2. Scope and definitions

For this policy, “smoking” includes smoking tobacco, herbal smoking products or any other substance using a cigarette, cigar, pipe, shisha or similar device.

“Vaping” includes using electronic cigarettes, e-cigarettes, vapes, disposable or refillable devices, and other devices that heat a liquid to create an aerosol. The policy also prohibits the use of heated tobacco products and nicotine inhalation products.

The policy prohibits use of these products, not merely use of products containing nicotine. It therefore applies to nicotine-free vapes as well as nicotine-containing products. It does not permit smoking or vaping of cannabis or other substances under any circumstances on school premises.

## 3. Where the policy applies

- Inside all school buildings and rooms, including classrooms, offices, toilets, corridors, halls, kitchens, stores and staff areas.
- Across all school grounds, including playgrounds, playing fields, outdoor learning areas, entrances, paths, car parks, gates and any other land owned, leased, managed or controlled by the school.
- In any vehicle owned, hired or used by the school for school business or transporting pupils, whether on or off site.
- During school trips, visits, sporting fixtures, residential visits, off-site activities and any other activity where a person is working for or representing the school.
- At school events, meetings, performances, lettings and activities outside normal school hours.
- When a person is working on school business, including travelling between locations or attending meetings, in accordance with the relevant staff conduct and health and safety requirements.



**LONGTON PRIMARY SCHOOL AND NURSERY**  
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There are no designated smoking or vaping areas on the school site. People who wish to smoke or vape must leave the school premises and grounds entirely and must not smoke or vape close to entrances, gates, windows or air intakes where smoke or vapour could enter the site or expose children and others.

## 4. Staff expectations

- Staff must not smoke or vape on the school site, in school vehicles or while supervising pupils or undertaking school duties.
- Smoking or vaping breaks are not permitted during working time. Any break arrangements must follow the staff member's contractual terms and the school's normal procedures; this policy does not create an entitlement to additional breaks.
- Staff must not leave pupils unsupervised to smoke or vape, or ask another colleague to cover supervision informally for this purpose.
- Staff must not smoke or vape while wearing school-branded clothing or in a way that could reasonably be understood as representing the school when supervising or attending school activities.
- Staff who wish to access support to stop smoking or vaping may speak confidentially to the Headteacher or appropriate HR contact. Support-seeking will be treated sensitively and separately from enforcement of the site rules.

## 5. Parents, carers, visitors, governors and contractors

The smoke-free and vape-free rule will be communicated through appropriate signage, visitor information, lettings arrangements and contractor or partnership arrangements.

If a person is seen smoking or vaping on site, a member of staff should, where safe and appropriate, politely explain the policy and ask them to stop and leave the premises before continuing to smoke or vape. Staff should not place themselves at risk by confronting an aggressive person.

If the person refuses to comply, the matter should be referred to the Headteacher or most senior member of staff present. The school may require the person to leave, end a visit or activity, refuse entry on a future occasion, or take other proportionate action consistent with safeguarding, site management and any applicable agreement.

A parent or carer who breaches the policy should be addressed calmly and consistently. The school should avoid confrontation in front of children where practicable, but the rule must be upheld.

## 6. Pupils and suspected possession or use

Pupils must not smoke, vape, use heated tobacco products or use nicotine products on the school site, during the school day, on school trips or at school activities. Pupils must not bring smoking or vaping products, related liquids, lighters or other associated items to school.

Where a pupil is suspected of smoking, vaping, possessing a vape or carrying a related product, staff should follow the school's behaviour, safeguarding and searching/confiscation procedures and current Department for Education guidance. Any response should be proportionate, age-appropriate and take account of the pupil's welfare and any relevant vulnerability.



**LONGTON PRIMARY SCHOOL AND NURSERY**  
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Staff should not taste, handle unnecessarily or attempt to identify unknown liquids by smell. If a device or liquid appears damaged, leaking, hot or otherwise hazardous, staff should avoid handling it and follow the school's health and safety procedures.

If a pupil appears unwell after using or being exposed to a substance, staff must seek first aid and medical assistance as appropriate, contact emergency services if required, and inform the designated safeguarding lead or senior leader. Parents or carers should be informed in accordance with the circumstances and the school's safeguarding procedures.

Possession or use may lead to a behaviour response in line with the Behaviour Policy. The school will also consider whether the incident indicates a safeguarding concern, exploitation, access to age-restricted products, peer pressure, substance misuse or a need for education and support. Serious or repeated incidents may require referral to relevant services or other agencies.

## 7. Safeguarding, education and support

The school will address smoking, vaping, nicotine and substance-related risks through age-appropriate teaching within its PSHE/health education and science curriculum, in line with the school's curriculum plans. Teaching will be factual, non-stigmatising and focused on health, decision-making, peer influence, online marketing, safety and help-seeking.

Staff should respond to disclosures or concerns about a pupil's access to tobacco, vapes or other substances in accordance with the Safeguarding and Child Protection Policy. The designated safeguarding lead should be consulted where there may be coercion, exploitation, supply of products to children, repeated use or other welfare concerns.

Where appropriate, the school may signpost a pupil, family or member of staff to NHS, GP or local stop-smoking support. Support does not remove the expectation that the school's smoke-free and vape-free rules are followed.

## 8. Fire safety, storage and disposal

Lighters, matches, vaping devices, batteries and liquids can present fire, burn, leakage or poisoning risks. Staff must follow the school's fire safety and health and safety arrangements when dealing with such items.

Vaping devices and liquids must not be disposed of in ordinary classroom or office bins where this could create a safety risk. If a device needs to be retained under the school's procedures, it should be secured safely, away from children and sources of heat, and dealt with in accordance with the school's confiscation and safe-disposal arrangements. Damaged or swollen batteries should not be charged or handled unnecessarily.

The school will not permit charging of pupils' vaping devices on site.

## 9. Signage and communication

Clear no-smoking and no-vaping notices will be displayed at appropriate entrances and locations around the site. The policy will be made available to staff and, where appropriate, shared with parents, contractors, hirers and organisations using the premises.



**LONGTON PRIMARY SCHOOL AND NURSERY**  
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The school will review signage and arrangements when legal requirements or Local Authority advice changes. The Headteacher will ensure that staff responsible for site management and visitor reception know how to respond to breaches.

## 10. Breaches and enforcement

All breaches should be dealt with promptly, consistently and proportionately, taking account of the person involved, the circumstances, any repeated behaviour and any safeguarding or safety risk.

- Staff breaches may be addressed through management action and, where appropriate, the school's disciplinary procedures and relevant HR advice.
- Visitor, parent, contractor or hirer breaches may result in a request to stop and leave the site, ending the visit or activity, or further action under relevant site-use arrangements.
- Pupil breaches will be managed through the Behaviour Policy, safeguarding procedures and any relevant searching/confiscation procedures.
- Significant, repeated or unsafe incidents should be recorded and reported to the Headteacher. Records should be factual, proportionate and stored in accordance with school information-management arrangements.

The school will not ask staff to physically restrain a person or seize a device from an adult solely to enforce this policy. Any immediate threat or suspected criminal activity should be managed through the school's emergency and safeguarding procedures and, where appropriate, reported to the police.

## 11. Legal and guidance framework

This policy should be read alongside current legislation and guidance, including the Health Act 2006 and the Smoke-free (Premises and Enforcement) Regulations 2006, relevant health and safety requirements, the school's Behaviour Policy, Safeguarding and Child Protection Policy, Staff Code of Conduct, Searching, Screening and Confiscation procedures, and fire safety arrangements.

The Tobacco and Vapes Act 2026 introduced further powers and measures relating to tobacco, vaping and smoke-free or vape-free places. Some provisions have different commencement dates, and powers to extend restrictions to additional outdoor places require further regulations. The school adopts a smoke-free and vape-free whole-site rule as its own policy regardless of whether a particular outdoor area is already covered by a statutory prohibition. The Headteacher will check current commencement regulations and Local Authority advice when reviewing this policy.

This document is a school policy, not legal advice. If a legal requirement or Local Authority instruction changes, the school will follow the law in force and update its procedures as necessary.

## 12. Roles and review

The Governing Body is responsible for approving the policy and overseeing its implementation. The Headteacher is responsible for communicating the policy, ensuring consistent application, arranging appropriate signage and dealing with reported breaches. All staff are responsible for following the policy and reporting concerns. Visitors, contractors, hirers and partner organisations are expected to comply while using the school site.



**LONGTON PRIMARY SCHOOL AND NURSERY**  
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The policy will be reviewed at least annually and sooner if legislation, DfE guidance, Lancashire County Council advice or school arrangements change.

## 13. Official resources

- GOV.UK: Smoking and vaping – guidance, policy and regulation:  
<https://www.gov.uk/government/collections/smoking-and-vaping-guidance-policy-and-regulation>
- Legislation.gov.uk: Tobacco and Vapes Act 2026: <https://www.legislation.gov.uk/ukpga/2026/18/contents>
- GOV.UK: Smoke-free, heated tobacco-free and vape-free places in England consultation:  
<https://www.gov.uk/government/consultations/smoke-free-heated-tobacco-free-and-vape-free-places-in-england>
- NHS: Smokefree support: <https://www.nhs.uk/better-health/quit-smoking/>