



Checklist for a School Smoke Free Policy

The following checklist provides guidance on the contents of a school smoke free policy. Whilst a number of headings are used below to help in the development of policies, schools are expected to use headings compatible with their individual or corporate house style. However it is expected that all policies will include reference to each of the items outlined in the checklist below.

a. General Information

School Name:
Date Policy Formally Agreed By Governors:
Date Policy Becomes Effective:
Review Date:
Person responsible for Implementation and Monitoring:
Other relevant policies e.g. Health and Safety Policy, Drug Education Policy, Handling Incidents of Drug Use Policy

b. Rationale

- The policy must include an explanation of why it is required. This may include reference to;
 - ◆ Some basic facts about smoking e.g. 80% (2012 figure) of the adult population do not smoke; smoking kills 80,000 people in the UK each year; secondhand smoke (breathing in other people's tobacco smoke) has been shown to cause cancers, heart and respiratory disease in non-smokers.
 - ◆ Some basic facts about smoking and young people e.g. 6% of 11-15 year olds in the North East smoke which is 2% above the national average (2012 figure); by age 15 years 10% are regular smokers in the UK (2012 figure).
 - ◆ The importance of the school as a health promoting environment. A non smoking policy covering the whole school site is a requirement of Healthy School Status. Where smoking is permitted on school sites this devalues the health education input pupils receive on smoking and provides contradictory messages to them. Schools have an important role in modelling non-smoking as the norm.
 - ◆ Health and safety issues e.g. every one is entitled to work in a smoke free environment where they are protected from the effects of second hand smoke. From 1 April 2007 the Health Act 2006 has prohibited smoking from virtually all enclosed and substantially enclosed workplaces. This included school buildings. The Health and Safety at Work Act 1974 places a duty on employers to provide a working environment that is 'safe, without risks to health'.
 - ◆ National and local health and education strategies of relevance e.g. Smoke Free Alliance Action Plan, Local Authority's Smoke Free Policy.

c. Purpose

- The policy must have clearly stated aims and objectives. For example;
 - ◆ *Anytown School* acknowledges that secondhand tobacco smoke is both a public and work place health hazard and have therefore adopted this no smoking site policy. Further it acknowledges the harm caused by smoking and the importance of positive role modelling to pupils. The policy seeks to:
 - Guarantee a healthy working environment and protect the current and future health of employees, pupils and visitors.
 - Guarantee the right of non smokers to breathe in air free from tobacco smoke.
 - To comply with the Health Act 2006, Health and Safety legislation, employment law and to raise awareness of the dangers associated with exposure to tobacco smoke.
 - To recognise the needs of those who smoke and to support those who wish to stop.

d. Consultation

- The policy must state who has been involved and consulted in its development. This must include staff, pupils, parents and governors.

e. Guidelines

- The policy must clearly state that smoking is not permitted anywhere on the extended school site (buildings and grounds) by any person at any time (including staff, pupils, visitors, parents, contractors and other agencies sharing the site). Schools may also wish to prohibit the use of electronic cigarettes on the school site.
- The policy must clearly state that smoking is not permitted by anyone accompanying pupils on school visits.
- Smoking is not permitted in school vehicles or any vehicles being used on school business.
- Brief information on how smoking is addressed in the curriculum to reinforce the smoke free site policy (the detail would be found in the tobacco education scheme of work).

f. Implementation

- The policy must clearly state who is responsible for its implementation and monitoring.
- An explanation of how the policy will be implemented must be given. This will include;
 - ◆ Publicising the policy to staff, visitors, pupils, parents.
 - ◆ Provision of adequate signage.
 - ◆ Timescales for implementation.

- ◆ Ongoing publicity to new staff, new intake, parents etc.
- The monitoring process for the policy should be clear. For example; how will any breaches of policy be dealt with whether these are staff, visitors or pupils? It is recommended that the school keeps a log of any breaches of the smoke free site policy and records the action taken to prevent it happening again.
- The policy must make clear the provision available to support smokers who wish to quit. This includes staff and students. Those seeking such support should be sign posted to the local NHS free Stop Smoking Service if on site facilities are not available.