Example email to staff

Dear [employee's name],

Subject: Proud to be a Smokefree School

[Insert name of School] will be adopting a Smokefree policy. The policy is effective as of [Insert date] and applies to everyone who works within, uses or visits [insert name of school] including volunteers, parents/carers, contractors, and other persons who visit the school.

The policy has been developed to create and support an environment that is completely smokefree throughout the school for the health benefits of our children, parents/carers and staff. This falls in line with the UK and Doncaster's ambitions to create a smokefree generation by 2030. The policy will look to address the following elements needed for a successful smokefree school:

- Effective measures to prohibit smoking in all buildings and grounds, including car parks, owned or utilised by the school.
- Appropriate advice and support to anyone who smokes to remain abstinent whilst on school property or to quit smoking if motivated to do so.
- A comprehensive training plan in very brief advice in smoking for all staff members to ensure staff have the necessary skills and confidence to support a smokefree school.

It is important that all staff members feel confident in both complying and enforcing a smokefree policy. All staff induction sessions will now include information and reference to the Smokefree Policy. Additionally, Public Health at City of Doncaster council have produced a toolkit that will be widely available for all staff members to utilise.

Finally, for any staff that currently smoke and would like support to quit, there is free support available through your local smoking cessation service, Yorkshire Smokefree. Text 'ysf' to 80800, call 0800 612 0011 or 0330 660 1166, or complete an online form for a call back via the website: https://doncaster.yorkshiresmokfree.nhs.uk

We would like your support in making [Insert name of School] a Smokefree school and community.

Kind regards

[Signature]

Head Teacher