

Policy template

[Insert School Name]  
Smoke-free Policy

[insert school image/ logo]

**SMOKEFREE  
ST>RTS**  
**DONCASTER**

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STOPPING SMOKING STARTS HERE

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## Section one: Overview

### 1. [insert school name]: a smoke-free school

- 1.1 Adopting a smoke-free policy reflects our school's dedication to the health, well-being, and future of our community. This policy outlines a supportive framework to encourage and assist young people in living smoke-free lives.
- 1.2 Our smoke-free school policy goes beyond simply outlining areas where smoking is prohibited. It is designed to ensure that [insert School Name] remains a safe and healthy environment for learning and work, protecting our students, staff, and visitors from exposure to smoke and smoking-related behaviour.

### 2. Statement of Intent

- 2.1 The school is committed to maintaining a smokefree site. Staff and students have the right to work and learn in a smoke-free environment.
- 2.2 The school will take all necessary steps to ensure that staff, students, visitors, and contractors are fully informed of the policy.
- 2.3 [insert school name] will support individuals who wish to quit smoking and collaborate with the local smoking cessation service and public health, to create a supportive environment for them.
- 2.4 All staff at [insert school name] serve as role models to young people in their care. This means that every staff member will actively contribute to implementing, communicating, and supporting our smoke-free policy.
- 2.5 [insert staff member/s name/s] at [insert school name] will serve as the single point of contact for smoking. This means they will be trained in Very Brief Advice in Smoking to support, advise and signpost staff and children to smoking cessation services.
- 2.6 [insert school name] will take steps to collaborate with agencies to reduce young people's access to tobacco products both on site and within the local community.
- 2.7 **[insert school name]** will ensure our tobacco and vape prevention is up to date and delivered across year groups and curriculum areas to help young people make informed choices on tobacco and vapes.
- 2.8 **[Insert staff member's name]** within **[insert school name]** will be responsible for ensuring the policy is adhered to, including policy enforcement and policy monitoring. Should you have a question or concern regarding smoking on school grounds and/or premises, contact: **[add contact details here]**

### 3. Policy Background

- 3.1 The smoke-free policy at **[insert school name]** was created during the **[insert academic school year]** school year after a comprehensive review and consultation process involving **[delete as appropriate]** students, teaching staff, support staff, parents, carers, and community partners. This policy will be fully implemented starting from **[date]**, in line with the **[school name]** smoke-free action plan, which is part of the school's overall improvement plan.
- 3.2 The PHSE curriculum clearly emphasizes that protecting and promoting

the health and wellbeing of young people is a core responsibility of all schools. Schools, teachers, and staff play a crucial role in supporting and guiding young people to make healthy life choices as they transition into adulthood, employment, training, and further education.

3.3 Children and young people have the right to be supported in their health and wellbeing, as outlined in the United Nations Convention on the Rights of the Child (UNCRC). In line with this, [insert school name]'s smoke-free policy aims to encourage adults to engage with children, take responsibility for their welfare, and use their influence to ensure the children's safety, health, and protection from harm.

3.4 The UK's tobacco control strategy sets out to create the country's first smokefree generation. To support this, the strategy requires all Local Authorities to support smokers to quit through targeted and localised support services. This involves supporting organisations and institutions to adopt smokefree policies whereby they have a joined responsibility to achieve this ambition.

3.5 Smokefree legislation forms part of The Health Act (2006) and The Children and Families Act (2014) whereby smoking is prohibited in all forms of enclosed workplaces and public places throughout the UK, including shared work transport and in vehicles carrying passengers under the age of 18. **[Insert school name]'s** smokefree policy will look to complement such legislations by supporting and encouraging a smokefree environment where children and young people can make healthy behaviour choices.

3.6 **[Insert School name]** has endorsed the principles that the UK's tobacco control strategy states and pledges to help reduce the harm caused by smoking and deliver a tobacco-free generation by 2030. This demonstrates our school's commitment to playing our part in making Doncaster a healthier, wealthier place to grow, learn, play and work.

#### **4. Scope**

4.1 This policy applies to everyone using the school facilities, including staff, students, visitors, parents/carers, contractors, and any other individuals who may access the facilities.

4.2 School contractors and any other partnership organisation working on school premises are expected to adhere to the policy.

4.3 **[Insert school name]** is committed to being a health-promoting, smoke-free environment. Therefore, smoking and vaping is prohibited on-site, in school vehicles and in the vicinity of the school (car parks, school gates, playing fields, school crossing areas).

4.4 The policy also applies during other school events, school trips and off-site activities where students are under the care and supervision of **[insert school name]** staff.

4.5 **[Include a description of your school site/s here]**

***[Insert map of school grounds and boundaries]***

- 4.6 Smoking is the act of inhaling and exhaling the smoke of a burning substance, typically tobacco, which is commonly found in cigarettes, cigars, or pipes. It can also refer to the use of electronic cigarettes (e-cigarettes) or other devices that produce vapor or aerosol, often containing nicotine.
- 4.7 E-cigarettes: are an effective tool for quitting smoking. However, vaping is not completely harmless and is only recommended for adult smokers, to support quitting smoking and staying quit. From June 2025, legislation prohibits the sale of single-use vapes. Therefore, **[insert school name]** has taken the decision to include e-cigarettes in our smokefree policy. To avoid confusion on the interpretation of the smoke-free policy, e-cigarettes will be prohibited from use within the school campus by all staff, students and visitors.

## Section Two: Implementing the Policy

### 5. Raising awareness of the policy

- 5.1 **[insert school name]** is committed to supporting individuals in following the policy and will take all appropriate measures to ensure compliance by making them aware of the policy and their responsibilities.
- 5.2 To ensure everyone in the school community is well-informed and aware of the new smokefree policy, **[insert school name]** will utilise the following channels of communication: (add/ delete as appropriate)
- **Email:** Send out emails to staff, students, parents/carers, contractors and any other visitor, including links to the full policy and summaries highlighting key points.
  - **Digital communication:** Utilise any electronic boards/ tv screens to emphasise smokefree messages and display reminders of the smokefree policy.
  - **School Website:** Post the policy on the school's website where it can be easily accessed by all members of the school community.
  - **School Meetings and Assemblies:** Hold staff meetings or student assemblies to introduce the policy, explain its importance, and answer any questions.
  - **Social Media:** Use the school's social media platforms to share the policy, key points, and reminders.
  - **Posters:** Display posters around the school to remind people about the policy and their responsibilities, especially in key-working areas.
  - **Signage:** Display smoke-free school signage in prominent areas of the school; school car park, all entrances, and any other key area.
  - **Display the policy:** Have a printed copy of the policy and/ or its key points on display in the staff room and school office at all times.
  - **Parent-Teacher Meetings:** Introduce the policy to parents during parent-teacher conferences.
  - **Staff Training:** Organise training or workshops for staff to ensure they understand the policy and can effectively communicate it to others.
  - **Inductions:** Ensure that staff and student induction processes include information about the policy and approaches. This may include providing

information on the smoke-free policy via the staff or pupil handbooks, intranet, and email.

- Newsletters: Utilise the school newsletters will promote the benefits of becoming a smoke-free school and carry the smoke-free school logo
- Reminders: All students, staff and parents will receive regular policy reminders per term to keep it relevant

## 6. Smoking Prevention education

6.1 Education is a key element in this policy to ensure children and young people are empowered to make informed decisions about smoking and vaping use. It is important children and young people are educated on the harmful effects of tobacco, supported to quit or never take up smoking. Include specific examples of the school's plans for tobacco prevention education.

Examples may include, but not limited to:

- Teaching about tobacco will form part of the drugs education in the PSHE curriculum delivered in school.
- Take a whole school approach on tobacco education, providing multiple learning opportunities for students to explore their understanding of issues around smoking across different subject areas.
- KS3 (years 7/8) will receive guidance on tobacco and e-cigarette products, including their chemicals, the relative risks of e-cigarettes, reasons people smoke, and the social, environmental, and health impacts of smoking.
- KS3 (year 9) will learn about the harmful effects of smoking, the influence of peers and marketing, the impact of illicit tobacco, smoking's effect on mental well-being, addiction, and the benefits of quitting.

6.2 The tobacco prevention curriculum delivered at **[insert school name]** will be reviewed and updated every **[insert time period]** to ensure content is up to date and relevant.

6.3 Teaching staff will be provided with opportunities to engage with relevant training, access to resources and other CPD opportunities to ensure they are equipped to deliver tobacco prevention education.

## 7. Supporting people to quit smoking

7.1 **[insert school name]** will work closely with City of Doncaster council, Public Health and the local smoking cessation service to ensure staff are equipped with the most up to date smokefree resources and have opportunities to engage with relevant training to support and signpost individuals to quit smoking.

7.2 Students identified as smokers will receive support from **[insert name of staff trained in VBA]** and/ or referred onto the local smoking cessation service.

7.3 Site users who smoke will be encouraged to seek help from the local NHS smoking cessation services.

7.4 Staff will be given reasonable time off to attend smoking cessation appointments. Employees who need support with nicotine replacement therapy will be encouraged to consult with the local stop smoking service, GP or pharmacy for advice.

## 8. Reducing tobacco supply to young people

- 8.1 **[insert school name]** will work closely with trading standards to reduce young people's access to tobacco products.
- 8.2 When relevant information is available, **[insert school name]** will share information of businesses supplying children and young people with tobacco products and vapes to trading standards [TobaccoandAlcohol@doncaster.gov.uk](mailto:TobaccoandAlcohol@doncaster.gov.uk), or citizens advice [www.citizensadvice.org.uk/consumer/](http://www.citizensadvice.org.uk/consumer/)
- 8.3 The sharing or selling of cigarettes or vapes between peers is in breach of the smokefree policy. Students should not bring any tobacco products to school with them.

## 9. Dealing with incidents of smoking on campus

- 9.1 It is the responsibility of everyone to maintain a smoke-free school campus. All staff members must inform anyone seen smoking that it is not allowed, remind them of the smoke-free policy, and report any incidents to the designated person.
- 9.2 **[Insert School name]** is proud to be a health promoting, tobacco free school. All staff, students and visitors at **[Insert school name]** are strongly encouraged to recognise their role modelling influence and not smoke or knowingly permit smoking within the school grounds.
- 9.3 Everyone at **school name** has a right to clean air and a healthy learning environment. Please refer to the school toolkit for dealing with smoking on campus.

### Non-pupil Smoking on Campus

- 9.4 Staff, contractors, visitors, and members of the public who violate the policy will be reminded of the importance of compliance, directed off-site should they wish to smoke, and reported to their host organisation (if applicable).
- 9.5 Should non-compliance persist, the individual shall be asked to leave school grounds and reported to **[insert staff member name]**. **[Insert school name]** will note the overall outcome of the report.

### Students smoking on campus

- 9.6 Supportive action will be taken with any pupil found to be smoking or vaping on school grounds, in the first instance.
- 9.7 All incidents of students' smoking should be reported to **[insert name of staff member]**. If a pupil is found to have been vaping or smoking, students should not be excluded from school for vaping or smoking. In line with the rest of school procedures, correct disciplinary measures may include:
  - Confiscation of cigarettes or vape.

- Signpost to **[insert staff name]** for guidance and support on stopping smoking.
- Referral to stop smoking service (if appropriate).
- Have a text message/ letter sent out to parents/carers with an acknowledgement of receipt.
- Phone call home to parents/ carers.
- Complete incident form for records.

9.8 Persistent breaches to the smokefree policy may result in further disciplinary procedures, alongside supportive measures for students to quit smoking or vaping.

### Section three: Monitoring and Evaluation

10.1 **[Insert staff name]** should record and track instances of policy breaches.

10.2 Monitoring and evaluation will consider the overall school environment, including:

- Assessing awareness of the smokefree policy amongst staff, students, parents/carers, contractors and any other visitor.
- Reviewing the impact of the smokefree policy on 'hot spot' smoking areas and identifying any new locations that may need identifying and targeting.
- Monitoring the number of students who engaged with staff about stopping smoking.
- Working with public health, Doncaster council and the local smoking cessation service to address any feedback, or insight that may help shape services amongst students and workforce.

10.3 The policy will be reviewed every **[insert time period]** starting from commencement date of the smokefree policy at **[insert school name]**.