

## LT2 No Smoking Policy

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## Our Learning Today Leading Tomorrow Multi-Academy Trust Vision

### Vision

Vision is to build a group of outstanding schools across phases, including specialist provision, to become (a mid-size) Trust that provides vibrant and inclusive learning environments in which every member of the learning community is passionate about learning. The Trust is led by a CEO (Chief Executive Officer) who works closely with Headteachers who lead the two schools supported by a central team to support finance, HR, estates and governance.

### Mission

LT2 Trust and schools will have a relentless focus on high achievement, supported by robust organisational structures and governance. We aim to give children and young people in our care the knowledge, skills and experiences to expand their minds and world view to enable them to develop a naturally inquisitive approach to learning and life, fit for an ever-changing world.

Ultimately, we will educate and support all children attending LT2 schools to grow into capable and contributing citizens who have developed the personal attributes and characteristics that will enable them to become considerate, self-reliant and confident young people who are ready for the next stage of their lives.

### Values

The Trust Values underpin the mission and provide the basis on which LT2 schools can articulate the key behavioural characteristics that promote a positive philosophy. Our six values are unseen drivers of our behaviour as experienced by others and are designed to create a shared organisational culture:

**Kindness** – The quality of friendliness, generosity, and consideration

**Collaboration** – The belief that working and learning with others will lead to greater success

**Curiosity** – A strong desire to know and to learn

**Resilience** – The ability to recover quickly and learn from the difficulties we face

**Respect** – To appreciate the importance of understanding and admiration for others and self, honesty

**Endeavour** – The belief that hard work is needed to achieve something of which we can be proud

### Definitions

- Where the word 'Trust' is used in this document it refers to The Learning Today Leading Tomorrow Trust.
- Where the words 'Trust Board' are used it refers to the board of Trustees who set the vision for the Trust and hold the executive leadership team to account for delivering the Trust's strategic plan.

## 1. Organisation and Responsibilities

### 1.1 Legislation

The Health Act 2006 was established 'to make provision for the prohibition of smoking in premises, places and vehicles; for amending the minimum age of persons to whom tobacco may be sold and to make provision in relation to the prevention and control of health care associated infections. In accordance with the Health Act 2006 and the smoke-free (premises and Enforcement) Regulations 2006, LT2 School premises as public buildings are smoke-free. (It is a criminal offence to smoke in a smoke - free place).

"Smoking" refers to smoking tobacco or anything which contains tobacco or smoking any other substance. Smoking includes being in possession of lit tobacco or of anything lit which contains tobacco or being in possession of any other lit substance in a form in which it could be smoked. For the purposes of this policy smoking also refers to the smoking or 'vaping' of electronic cigarettes.

The Teachers' Standards (Dept of Education) make note of the requirement of teachers to "demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils", "make a positive contribution to the wider life and ethos of the school" and "demonstrate consistently high standards of personal and professional conduct." The school's position is these particular standards apply to all staff.

### 1.2 Guidance under this Policy

The Trust HR Officer is responsible for providing advice and guidance under this policy and reviewing and updating the policy as required; ensuring continuing compliance in line with any developments in employment legislation, good employment practice and other LT2 policies.

### 1.3 Board of Trustees

The Board of Trustees, as a corporate body, has the responsibility to set the strategic direction and objectives of all matters across the Trust.

The Board of Trustees is responsible for ensuring that high standards of corporate governance are maintained

The Chair of the Trust is responsible for managing the CEO, Trustees and Governors under this policy.

### 1.4 The Chief Executive Officer (CEO)

The CEO of Learning Today leading Tomorrow Trust (LT2):

- Takes overall responsibility for the implementation of policies and procedures
- Must provide reports as appropriate to Trustees in relation to this policy
- Ensure that sufficient resources are allocated and authorised within the organisations budget to meet statutory procedures and standards across the Trust
- Is responsible for managing the Headteachers and centrally appointed staff under this policy

### 1.5 Headteachers

Headteachers of LT2 Schools are responsible for:

- The implementation of and compliance with this policy within their school ensuring competence in those staff who are responsible for and involved in the operation of this policy and associated guidance
- Identifying training needs
- Communicating this policy to all relevant people within the school
- Managing school-based teaching and associate staff under this policy

### 1.6 Senior and Middle Leaders (and other Supervisory Roles)

Although the Headteacher is responsible overall for the implementation of this policy in their school, managers have some specific responsibilities:

- Applying this policy within their own department and area of work
- Managers must ensure that the agreed signage is in place to inform visitors to Trust Schools about the smoke-free policy and respond appropriately to individuals who do not comply with the request to refrain from smoking.
- Resolving any issues members of staff refer to them, informing the Headteacher of any issues to which they cannot achieve a satisfactory solution with the resources available to them
- Where required, conduct formal meetings, undertake relevant training in relation to this policy and ensure effective and competent operation of this policy

### 1.7 Other Employee Duties

All employees have a responsibility to:

- Comply with this policy and to co-operate with the schools' leadership and management on all matters relating to it
- Undertake any training recommended by their Line Manager

Staff are further requested:

- To avoid smoking in the presence/sight of students or parents/carers (incl. on school trips)
- To avoid leaving smoking paraphernalia within access or sight of students
- To take measures to mitigate/minimise the residual odour of smoke on their person and, as members of a community, advised to take measures to mitigate / minimise this.
- To only leave their assigned duties to smoke during their designated breaks. It is advised staff taking a smoking break away from the school premises during school hours avoid congregating together in groups of more than two as this can draw unwanted attention from students, school visitors and members of the neighbourhood.

All new and prospective employees will be advised of the restrictions and rules regarding smoking at work through the interview and induction process. It is anticipated that all employees will adhere with the Smoke-Free Policy. In

circumstances where there is wilful contravention of the Smoke-Free Policy, steps may be taken to invoke disciplinary procedures.

### 1.8 Third Parties

Third parties who have access to our premises (such as consultants, contractors, and visitors) are also required to comply with this policy.

## 2. Introduction

The Trust defines 'smoking' as all forms of Tobacco (or tobacco substitute) consumption, including (but not limited to) the use of cigarettes, pipes, snuff, and e-cigarettes/vaping.

This policy prohibits smoking, including the use of e-cigarettes or other tobacco products in any of the following areas:

- Any part of buildings under the management of the Trust (including doorways and refuse areas)
- The grounds of all workplaces including internally situated car parks
- All Trust owned or hired vehicles whether or not carrying users on Trust business

Any references to smoking in this policy includes all those listed.

## 3. Aims

The Trust is committed to:

- Protecting the health, safety and welfare of staff, children and young people, visitors and contractors from the effects of smoke
- Acknowledge the educational role of the organisation in discouraging children and young people from starting to smoke
- Support smokers and/or vape users to stop smoking
- To ensure that the Trust is a smoke-free promoting organisation

## 4. Smoke Free Workplace

All staff students and visitors have a right to a smoke-free environment. Smoking is strictly prohibited anywhere on or in Trust premises and during staff's normal hours of work for the Trust. This includes any vehicles owned or used by the Trust.

No-smoking signs are displayed prominently in our schools.

The Trust is committed to a programme of action to make this policy effective and to bring it to the attention of all Staff and all Staff are required to comply with and support this policy.

This policy applies to all staff employed by the Trust, and to external organisations, volunteers and other individuals working on the Trust/Schools behalf. This applies to all staff, parents/guardians, students, visitors, volunteers and contractors; as well as any visits/school trips and out of hours activities. This policy is also in place when school premises

are used for purposes other than school related activities (for example where facilities are hired by the community), and the hirer will be informed of this policy and expected to adhere to it. Schools will not provide a designated smoking area within school premises.

Staff and learners are reminded that they continue to represent the Trust while out of work, as such must be seen to always uphold the organisation's values. They are therefore encouraged to be mindful of where and who may witness them smoking outside of school time. Staff should also be mindful of giving learners conflicting messages about smoking.

### **Electronic Cigarettes**

The Trust acknowledges that some employees may wish to make use of electronic cigarettes in the workplace, particularly as an aid to giving up smoking. E-cigarettes are battery-powered products that release a visible vapour that contains liquid nicotine that is inhaled by the user. Although they fall outside the scope of smoke-free legislation, the Trust prohibits the use of e-cigarettes in the workplace.

## **5. Breaches of this Policy**

Breaches of this policy will be dealt with under the Trust's Disciplinary Policy and Procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

Smoking in smoke-free premises or vehicles is also a criminal offence and may result in a fixed penalty fine and/or prosecution.

This policy does not form part of any individual's terms and conditions of employment with the Trust and is not intended to have contractual effect. It does set out the Trust's current practises and required standards of conduct. All are required to familiarise themselves with its content and comply with the provisions contained in it.

Breach of this policy will be treated as a disciplinary offence which may result in disciplinary action under the Trust's Disciplinary Policy and Procedure up to and including summary dismissal depending on the seriousness of the breach.

- Any unauthorised or excessive taking of breaks could result in disciplinary action.
- Smoking of any kind in a prohibited area at work will result in disciplinary action
- It is a criminal offence to smoke in a designated smoke free public area.

Students are prohibited from smoking or being in possession of smoking paraphernalia while in school, on school activities such as trips or visits. Any breaches of this will be dealt with in line with the School's Behaviour Policy.

## **6. Support for Employees**

The Trust recognises that staff who smoke may need support either to give up smoking or help to control their smoking for instance, through the promotion of stop smoking services.

- NHS Smoking Helpline: 0300 123 1044 for free advice and find your local [stop smoking service](#)
- Employee Assistance Programme
- Pastoral support will be offered to any student who is struggling with a smoking issue.
- Quitline – Helpline: 0800 00 22 00 for free advice and website: [http://www.quit.org.uk/Childline Smoking Information and Support](http://www.quit.org.uk/Childline%20Smoking%20Information%20and%20Support)