

# St Matthew's High Brooms CE Primary School

Powder Mill Lane  
Tunbridge Wells  
Kent  
TN4 9DY



## Smoking and E-Cigarette Policy

**Headteacher: Mrs Stephanie Hayward**  
**Chair of Governors: Mrs Karen Stevenson**

**Ratified: June 2018**  
**Next Review: June 2021**

**Policy written by: Tom Hardwick**

*Distinctive Christian values-*  
*Honesty, Kindness, Respect, Responsibility*

St Matthew's School has a responsibility to develop and foster a healthy organisation for staff, children and visitors through a range of activities. The position we adopt on smoking and the use of e-cigarettes (nicotine containing products (NCP)) in school is one of the ways in which we attempt to improve the working environment whilst respecting the position of individuals who choose to smoke or use NCPs.

### **Aims**

This policy aims to give staff, children and visitors the right to work in an environment that is free of tobacco smoke and vapours from e-cigarettes.

### **Scope**

This policy applies to all employees, contractors, visitors (including parents) and members of the public whilst in our buildings.

### **KCC Policy Statement**

Smoking and the use of e-cigarettes or "vaping" is not allowed in any KCC buildings or establishments for the health, safety and well-being of staff, children and visitors.

Residential establishments are exempt from any ruling for residents only and if designated smoking facilities already exist they must be clearly marked.

The smoking and e-cigarettes policy will apply to any of our rooms or premises that are hired out for functions.

### **Smoking and Others**

E-Cigarettes – We expect people who use e-cigarettes or 'vape' to use these devices at a reasonable distance from our School.

Whilst it is recognised that there is no current legislation banning these products they remain unlicensed and little is known about the health risks they may cause. E-cigarettes contain liquid nicotine, flavour and other chemicals, which are turned into vapour and are inhaled by the user. Our intention is to protect non-smokers from being exposed to these vapours which could be potentially harmful, and may cause safety concerns.

Until such time as legislation comes into effect St Matthew's School with KCC will take the position of banning the use of these devices in the workplace.

Smoking and Vaping outside buildings - We expect people who are smokers or vapers to take steps to minimise the effects of their smoke or vapours on others whilst at work/visiting St Matthew's School. Primarily this will be by ensuring that when smoking it is at a reasonable distance from the building.

### **Enforcement and Monitoring**

St Matthew's Staff are responsible for ensuring colleagues and visitors comply with this policy. Persistent and/or intentional breaches of the policy will lead to disciplinary action under KCC's Disciplinary Procedure for staff.

Any visitor to our premises who breaks the conditions of this policy will be asked to stop smoking or vaping, or to leave the premises.

**This policy will be:**

- Displayed on our website
- Communicated to all employees, contractors, visitors
- Made available to all new employees as part of their induction

Please note that where you see a 'No Smoking' sign this will also mean that you will be unable to use e-cigarettes or vape. Signs will be clearly displayed around the school building.

**Local Support and Other useful contacts for Staff**

Support is available for staff that wish to stop smoking from the organisations below:

- Stop Smoking Kent Helpline – 0800 849 4444, Email [kcht.sss@nhs.net](mailto:kcht.sss@nhs.net), Text: QUIT to 87023, Fax: 01303 858935 or Website: [www.smokefreekent.co.uk](http://www.smokefreekent.co.uk)
- Action on Smoking and Health (ASH) – offer confidential advice on problems associated with smoking in the workplace. Tel: (0207) 739 5902. Website: [www.ash.org.uk](http://www.ash.org.uk)
- National 'Giving Up Smoking' Helpline is on 0800 1690169.