



**For the benefit of this policy Laura Green Trust – which is the governing body of Greenshoots Pre-school and Wraparound care is hereafter referred to as Greenshoots.**

## **No Smoking Policy**

### **Policy statement**

We comply with health and safety regulations and the Welfare Requirements of the EYFS in making our setting a no-smoking environment - both indoor and outdoor.

The children must be cared for in a smoke free environment. We have procedures for staff, parents, and visitors who do smoke which are outlined in this policy.

### **Procedures**

- >All staff, parents/carers, volunteers and visitors are made aware of our no-smoking policy.
- >We display no-smoking signs within the setting.
- >The no-smoking policy is present in our policy pack for parents.
- >We actively encourage no-smoking by having information for parents and staff about where to get help to stop smoking if they are seeking this information.
- >Staff, parents/carers, volunteers or visitors do not smoke in a room, or outside play area, when children are present or about to be present.
- >Staff who smoke do not do so during working hours unless on a break and away from the premises - off of the school site all together.
- >Parents/carers, volunteers or visitors who smoke are asked to leave the premises if they wish to smoke.
- >If any smoking items are found in a child's bag it will be immediately removed and given to the manager or senior to be stored away safely. It will be returned to the parent and it will be explained that it is not acceptable as can cause potential hazards for the setting.

### **Procedure for staff, students and work experience students who smoke**

- >Staff at Greenshoots will be made aware of our no-smoking policy in their induction with their line manager.

It will be explained that if any of these procedures are breached then it will result in disciplinary action.

>Staff will not smoke in any area of the setting or in the settings outdoor space.

>Staff who smoke will ensure that hazardous items such as lighters will be stored away securely in the setting staff room or safe if required.

>Staff will not be given any extra smoking breaks.

>If staff wish to smoke on their breaks they will need to leave the school premises via the gate which leads onto the street. They will ensure they remain professional at all times and will not display any smoking items until they are out of the gates. Staff will need to walk away from the gate to ensure they are out of sight of Laira Green school children who may be in the playground.

>Staff will ensure all smoking items are then stored away before re-entering the school playground.

> If it is evident that a staff member has been smoking for example if they smell of smoke, it may be necessary for that person to change their uniform after having a cigarette.

### **Procedure for parents/carers and visitors who smoke**

>When a child starts the setting the parents/carers will be told that we are a no-smoking pre-school.

>If anyone comes to the setting who is smoking they will be politely asked to leave the premises.

>Visitors will be made aware of no-smoking policy and the manager will ensure that any smoking items are stored away appropriately. They will be shown by the manager where they can store their belongings and any such items as cigarettes and lighters.

>Parents should ensure that there are no smoking items left in a child's bag which can be accessed by other children. If there is any such items identified it will be removed immediately and given to the manager or senior. It will be returned to parents and it will be explained that this is not acceptable as can cause potential hazards for the pre-school.

### **Electronic cigarettes**

>Electronic cigarettes are not to be used in the setting.

>Although electronic cigarettes do not contain tobacco or produce smoke, they do project an image that is undesirable in a childcare environment. For health and safety and to protect children's well-being electronic cigarettes should not be used anywhere that smoking tobacco is prohibited.

>Staff, parent/carers and visitors will be expected to follow the same procedures as any other smoker regarding if this is a cigarette or an electronic cigarette.

>Staff will be informed of the policy on smoking of cigarettes and electronic cigarettes in their induction with their line manager.

It will be explained that if any of these procedures are breached it will result in disciplinary action.

> Electronic cigarettes are to be treated as tobacco cigarettes and are not permitted to be used on or around the premises.

## **Legal Framework**

- The Smoke-free (Premises and Enforcement) Regulations 2006  
[http://www.legislation.gov.uk/ukxi/2006/3368/pdfs/ukxi\\_20063368\\_en.pdf](http://www.legislation.gov.uk/ukxi/2006/3368/pdfs/ukxi_20063368_en.pdf)
- The Smoke-free (Signs) Regulations 2012  
[http://www.legislation.gov.uk/ukxi/2012/1536/pdfs/ukxi\\_20121536\\_en.pdf](http://www.legislation.gov.uk/ukxi/2012/1536/pdfs/ukxi_20121536_en.pdf)
- Action on Smoking and Health (ASH) Smokefree Legislation Fact Sheet November 2011  
[http://ash.org.uk/files/documents/ASH\\_119.pdf](http://ash.org.uk/files/documents/ASH_119.pdf)
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This policy was adopted on:

Signed on behalf of Laira Green Trust - Greenshoots Pre-school and Wraparound Care

Chairperson, Laira Green Trust:

Greenshoots Manager (Strategy and Support):

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