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THE CARDINAL VAUGHAN MEMORIAL SCHOOL

Amare et Servire

THE CARDINAL VAUGHAN MEMORIAL SCHOOL TRUST

SMOKE-FREE POLICY

This policy and procedure was approved and adopted by The Cardinal Vaughan Memorial School on 1 February 2021 and is reviewed annually.

THE CARDINAL VAUGHAN MEMORIAL SCHOOL

SMOKE-FREE POLICY

INTRODUCTION

Smoke-free regulations came into effect on 1 July, 2007. As a consequence, smoking was prohibited in enclosed public places, workplaces and also in vehicles used for work. The regulations only apply to premises which are 'enclosed' or 'substantially enclosed'. The local governors have adopted this policy to ensure compliance with this legislation and their duties to ensure the health, safety and welfare at work of employees under The Health and Safety at Work Act, 1974.

This policy (in which the term 'smoking' also applies to the use of e-cigarettes and vapes) applies to all staff, pupils and visitors to school premises.

POLICY

Smoking is not permitted in any work area or school-owned or leased commercial vehicle. This means that all work areas must be smoke-free and that smokers should use designated outside areas where they must go to smoke. Staff must therefore only smoke in the designated area and in no other place in the immediate vicinity of the School before, during and immediately after the School day.

In the unlikely event of a member of staff failing to adhere to the policy, the School's disciplinary procedures will be invoked.

RESPONSIBILITIES

The local governors have overall responsibility for ensuring that the School is compliant with smoking legislation. The Head of School is responsible for implementing the requirements of the legislation. The Senior Leadership Team is responsible for reviewing the actions required to implement this policy. Responsibility for the operational implementation of this policy is devolved to Heads of Department and other managers who are required to:

- inform their staff about the requirements of the smoke-free policy;
- ensure that agency staff as well as visitors are made aware of the no-smoking arrangements;
- ensure that new staff are made aware of the policy through the induction process.

SIGNS

The School will ensure that there are adequate signs throughout the premises.