



## **Introduction**

CIT acknowledges that smoking and breathing other people's tobacco smoke is a health hazard and CIT is committed to protecting the health, safety and welfare of those who work for us by providing a safe place of work from exposure to smoke. Smoking in all of our workplaces is banned to protect both students and staff from the harmful effects of smoke, and all staff, students and visitors have a right to a smoke-free environment.

For the purpose of this policy, CIT also include the increasing usage of electronic cigarettes and this policy represents both traditional tobacco usage and that of all electronic cigarettes.

This policy does not form part of any employee's terms and conditions of employment and is not intended to have any contractual effect.

This policy aims to:

- Provide an environment where good health is promoted for all
- Highlight CIT grounds and premises are a smoke free zone.
- Enable CIT to tackle smoking-related issues
- Raise awareness of the dangers associated with exposure to tobacco smoke
- Satisfy Section 2(2) (e) of the Health and Safety at Work etc. Act 1974, which places a duty on employers to provide a working environment for employees that is 'safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work'
- Comply with the smoke free legislation under the Health Act 2006 and associated regulations.

- Take account of the needs of those who smoke and to offer an avenue of support for those who wish to stop

## **Environment**

1. CIT premises are entirely smoke free environments. Smoking is strictly prohibited within the grounds or in any part of CIT controlled buildings.
2. No-smoking signs are displayed at the entrances to the School's.
3. This policy applies to staff, all students, parents, visitors and contractors when they are on any CIT site.
4. Smoking is not permitted anywhere in CIT grounds or buildings at any time. This includes any events held outside normal working hours, or at any time when a student is wearing a CIT uniform, regardless of location, including travelling to and from their specific school site.
5. Organisations and clubs who use CIT premises outside of normal working hours are required to comply with CIT's No Smoking Policy.
6. All transport provided by CIT is smoke free and will display the compulsory signage as required by the Health Act.
7. Teachers, parent helpers and staff are expected to refrain from smoking on all trips in front of pupils.

## **Staff**

1. The teaching staff and governors must have a clear and detailed understanding of the damage that cigarette smoking and second hand smoke can have to health and are also aware of the nature of tobacco addiction.
2. The school in conjunction with curriculum leads will ensure smoking-related topics are adequately incorporated into class teaching across all year groups.
3. Where possible, staff should link up with the wider community and are encouraged to use the materials available at <http://www.healthyschools.gov.uk>.
4. Activities around smoking in schools should complement a community-wide programme of action. Messages should be consistent with and

support each other.

5. Staff are not permitted to smoke anywhere on CIT premises or grounds.
6. Breaches of this policy will be dealt with under CIT's Disciplinary Policy and procedure.
7. Smoking in smoke-free premises or vehicles is also a criminal offence and may result in a fixed penalty fine and/or prosecution.

## **Students**

1. The following procedures will be followed if a student disregards the No Smoking Policy.
2. CIT recognises a duty of care to those students who smoke and is committed to help them to break the habit.
3. Help will be made available to those students who want advice on how to stop smoking by means of appropriate and recognised professionals.
4. If a student is found smoking within CIT premises or where CIT has jurisdiction then appropriate action will be taken, which may include disciplinary action in accordance with CIT's Disciplinary Procedures.
5. If the above steps do not appear to have any effect and students are not deterred by the possibility of exclusion, then further steps will be taken. This will include an escalation of exclusion for refusal to comply with CIT's policy. This may also involve awareness sessions on the dangers of smoking. A suitably qualified professional will carry out such sessions and advice should be sought from the Drug, Alcohol and Tobacco Advisor for Schools.

## **Disciplinary Procedures**

CIT will follow consistent procedures to deter and re-educate students who smoke on any of its sites or to and from their school setting. We will aim to inform parents of its disapproval of smoking and will ensure that prospective parents are aware of the sanctions likely to be enforced.

The Sanctions used are as follows:

- The students will be told to stop smoking and a one hour after school detention may be issued and a letter will be sent home to parents
- Students caught violating CIT's No Smoking Policy will; in addition, lose privileges such as free time at break and lunchtime.
- Repetition of the refusal to comply with CIT's No Smoking Policy within any one term will result in parents being invited into the academy to discuss the probability of fixed term exclusion.

### **Parents and Adult Helpers**

1. Parent and adult helpers are not permitted to smoke anywhere on the CIT property.
2. Parents will be discouraged from smoking at entrances and exits to the CIT School sites whilst collecting/dropping off their child.
3. Parents and adult helpers will be asked to refrain from smoking when assisting on any CIT organised trips and events.

### **Contractors, Visitors and other users of the Academy Site**

1. All contractors, visitors and users of CIT sites will be informed of CIT's No Smoking Policy on signing in at Reception and are not permitted to smoke anywhere on site.
2. Signage will act as a reminder.
3. Contractors, visitors and users of any CIT site should be discouraged from smoking at exits and entrances to the grounds, especially in view of students.
4. Smoking inside work vehicles on site is not permitted.
5. Breaches of CIT's No Smoking Policy by contractors should be reported to the relevant company via a member of the site's SLT.
6. Persistent breaches may result in an individual being banned from the site. Smoking among adults on CIT premises, or by teachers during working hours, reinforces the idea that smoking is a normal adult activity and undermines strict prohibition among students.

### **Monitoring, Evaluation and Review**

1. The leadership team will ensure that all staff take responsibility for implementing and regularly monitoring students, staff and other adults using CIT sites are to ensure compliance.
2. The academy acknowledges that smoking can be an addiction and will ensure that adequate support will be made available to those who want to quit through the appropriate support agencies.
3. The Policy will be promoted and implemented throughout CIT.
4. CIT reserves the right to amend this policy at any time.
5. This policy is available to view on request

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