

St Joseph's Catholic Primary School



Our Mission Statement

We grow together in God's Love as we Pray, Learn and Play

"Dyn ni'n tyfu gyda'n gilydd mewn cariad Duw wrth i ni weddio, dysgu a chwarae"

SMOKE FREE POLICY

Article 32:

You have the right to be protected

This Policy was approved by the Governing Body on	November 2024	The first policy was drawn up and ratified by the Governing Body	Signed: 
This policy is due to be reviewed by the Governing Body	November 2025	This Policy was reviewed by the Governing Body and ratified	Signed:
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Contents:

This document is broadly split into two sections: Section 1- Policy; and Section 2- Appendices including good practice audit.

Section	
1.0	<u>Introduction</u>
2.0	<u>Aims</u>
3.0	<u>Rationale</u>
4.0	<u>Links to National Guidance and Policies/ Procedures</u>
5.0	<u>Consultation and development of Policy</u>
5.1	Dissemination of Policy
5.2	Location of Policy
6.0	<u>Equality</u>
7.0	<u>Roles & Responsibilities</u>
7.1	Headteacher
7.2	Governors
7.3	Designated Staff
7.4	All Staff
7.5	Outside Agencies
7.6	Parents and Carers
8.0	<u>Staff training</u>
9.0	<u>Providing a Smoke-Free Environment</u>
9.1	School Premises
9.2	Visits
9.3	Transport
10.0	<u>Smoking Cessation Support</u>
11.0	<u>Curriculum</u>
11.1	Personal & Social Education/ Health & Well-being AOLE
11.2	School Nurse & Youth Support Service
12.0	<u>Responding to incidents</u>
	Procedures for dealing with an incident involving learners
	Contact with Parents or Guardians
	Contact with the Police
	Procedure for supporting a Learner after an incident
	Recording Incidents
	Out of School Procedures
	Safeguarding and Confidentiality
	Procedure for Dealing with Incidents involving Staff
	Procedure for Dealing with Incidents Involving Adults (non-staff)
13.0	<u>Media Content</u>
	<u>Appendix 1: No Smoking Signage</u>
	<u>Appendix 2: Top tips to create a Learner Friendly Policy</u>
	<u>Appendix 3: Good Practice Audit</u>
	<u>Appendix 4: Staff Training Providers</u>
	<u>Appendix 5: Smoking Cessation Support</u>
	<u>Appendix 6: List of resources to support learning/ <i>Mapping of What Matters Statements</i></u>
	<u>Appendix 7: Wales Police Schools Programme Policies and Procedures</u>
	<u>Appendix 8: Information from Shared Regulatory Services Enforcement Team</u>
	<u>References</u>

Whole School Smoke-Free Premises Policy Executive Summary/ Overview for Parents & Guardians

St Joseph's RC Primary School is a smoke-free school.

Smoking is not permitted in any part of the school's premises, associated school grounds or school vehicles. There are no designated smoking areas within the school buildings or grounds.

The Smoke-free policy applies to all events/activities held in the school, including before or after school sessions which are attended by school employees as part of their work and/or visitors to such meetings/events.

This policy applies to everyone using the school premises or vehicles and all vehicles used on school business to transport school staff or learners.

No Smoking signs must be displayed in a prominent position at, or near entrances to smoke-free premises and grounds.

For the purposes of this Smoke-Free Policy, e-cigarettes/vapes shall be classed in the same manner as smoking. This includes prohibiting the use of e-cigarettes/vapes in all school buildings, grounds and vehicles.

This school is part of the Smoke-free Gates initiative and smoking and vaping at the school gates is actively discouraged.

School staff and governors are responsible for supporting a smoke-free school, monitoring compliance with the policy and acting on concerns arising from smoking behaviours.

Smoking on school grounds can result in a fixed penalty fine of £100.

When smoking cessation is required, persons will be signposted to the national smoking cessation service, Help Me Quit (HMQ). Contact HMQ by phone – 0800 085 2219 or via the HMQ website – www.helpmequit.wales

1.0 Introduction

St Joseph's RC Primary School is a smoke-free school. We take seriously our duty to promote the health of all who work, study and play here and no one is permitted to smoke in our school buildings and school grounds. As defined in the *Smoke-Free law: guidance on changes from March 2021* school grounds are those that are not enclosed or substantially enclosed and are used exclusively or mainly, by the school for education, sporting or recreational purposes. For additional clarity in regards to Smoke-Free School Grounds see: <https://gov.wales/smoke-free-law-guidance-changes-march-2021-html#section-58274> ⁱ

On the 2nd April 2007 the Smoke-free Premises etc. (Wales) Regulations ("the 2007 Regulations") came into effect. These Regulations were introduced to save lives and prevent diseases caused by second-hand smoke. The Regulations were made using the powers in Chapter 1 of Part 1 of the Health Act 2006.

With the introduction of Chapter 1 of Part 3 of the Public Health (Wales) Act 2017 ("the 2017 Act") and the Smoke-free Premises and Vehicles (Wales) Regulations 2020* ("the 2020 Regulations") that came into force on 1 March 2021, it is now illegal to smoke on school grounds. Smoking is the main cause of premature death in Wales. The regulations have been introduced to reduce second-hand smoke, prevent smoking-related diseases, de-normalise smoking and save lives.

** The above legislation 'only covers smoking tobacco. It does not include e-cigarettes'. All references in this Smoke-Free Premises Policy relate to 'the definition in the legislation which covers the smoking of cigarettes, pipes, cigars, herbal cigarettes and waterpipes (often known as hookah or shisha pipes) etc. Therefore, an individual will not be committing an offence if they were to use an e-cigarette (vaping) in a setting that is required to be smoke-*

free. However, those responsible for particular places and settings may introduce voluntary, non-legislative requirements on e-cigarette use if they wish’.

For the purposes of this Smoke-Free Policy, e-cigarettes/vapes shall be classed in the same manner as smoking of other materials in all cases. This includes prohibiting the use of e-cigarettes/vapes in all school buildings, grounds and vehicles.

In addition, this school is part of the Smoke-Free Gates initiative whereby both smoking and vaping at the school gates is actively discouraged.

** If other substances are being smoked or used which fall outside of the above definition, then please refer to the Substance Use Policy as deemed appropriate.

2.0 **Aims:**

- To comply with the Chapter 1 of Part 3 of the Public Health (Wales) Act 2017 (“the 2017 Act”) and the Smoke-free Premises and Vehicles (Wales) Regulations 2020 (“the 2020 Regulations”)
- To ensure ‘**No Smoking signs**’ are displayed in a prominent position at, or near each entrance to any smoke-free premises and grounds so everyone is aware. The legislation has a number of requirements for ‘No smoking’ signs which can be found here in [Appendix 1](#).
- To provide a smoke and vape-free environment for the whole school community, protecting the right of learners, staff, parents and visitors to not be exposed to second-hand smoke ⁱⁱ
- To improve the health of the whole school community
- To educate the whole school community on the benefits of being smoke-free and the risks associated with smoking & second-hand smoke
- To reduce smoking-related litter on the school grounds and around school gates
- To be a healthy role model within the local community
- To contribute towards the de-normalisation of smoking and vaping amongst children and young people
- To ensure a whole-school approach to smoking and vaping
- To adopt and support education and interventions that aim to prevent the uptake of smoking amongst the learners, staff, parents/carers, contractors and members of the wider community
- To reduce the prevalence of smoking across the whole school community by signposting to Smoking Cessation Services

3.0 **Rationale:**

Smoking is associated with a wide variety of diseases and is the largest single cause of avoidable early death in Walesⁱⁱⁱ. Exposure to second-hand smoke (smoke from other people’s cigarettes) can also have a negative impact on health.

All members of the school community have the right to work and learn in a smoke-free environment.

Smoke-free school grounds support smoking prevention, cessation and the ongoing reduction in the number of people smoking in Wales. It aims to reduce children and young people’s exposure to smoking; demoralises the behaviour; reduces their likelihood of taking smoking up and supports ex-smokers to remain smoke-free.

The 2021-2022 School Health Research Network (SHRN) Report^{iv} shows that the number of young people smoking in Wales is low. Some learners report smoking before the age of 11, and smoking rates increase with age. Smoking rates also differ depending on ethnicity, gender identification and family affluence levels. St Joseph’s RC Primary School recognises socio-economic inequalities exist in smoking, and through this policy will provide a smoke-free setting and support a smoke-free lifestyle for all learners.

The majority of smokers start as teenagers^v. The earlier a person starts smoking, the more likely they are to continue, and the greater the risk to their health^{vi}. Educating all learners around the dangers of smoking and vaping provides them with information and skills to make informed decisions about their health behaviours.

A whole-school smoke-free policy; adult and peer led smoking prevention interventions; and staff training and development, are all included in the National Institute for Health and Care Excellence (NICE) recommendations for smoking prevention in schools.

The number of children and young people’s regularly using e-cigarettes/vapes is low. Experimentation is higher; however, their long-term effects remain unknown. They are included in this policy because:

- **There are no benefits to children and young people using E-cigarettes^{vii}**
- **E-cigarettes may normalise smoking for those who have never smoked and influence their uptake of similar behaviours**
- **Young people who have not previously smoked cigarettes may try e-cigarettes/vapes or be influenced by adults using e-cigarettes/vapes**
- **Mixed messages around e-cigarettes/vapes and their various flavours may attract young people to using them**

Smoke-Free School Grounds, Smoke-Free School Gates and a lack of visibly smoking/vaping school staff, visitors and parents/carers, provides healthy environments and positive role models for learners. This contributes to the development of a health-promoting school and learners’ healthy behaviours.

4.0 Links To National Guidance And Other Key Policies/Procedures

<p>This policy has been developed with reference to the following:</p> <ul style="list-style-type: none"> • The Smoke-free Premises and Vehicles (Wales) Regulations (2020) • Smoke-free Premises etc., (Wales) Regulations (2007) • Welsh Government: Guidance for Substance Misuse Education (2013) • Nice Guidance [NG209] <u>Overview Tobacco: preventing uptake, promoting quitting and treating dependence Guidance NICE</u> • Curriculum and Assessment (Wales) Act (2020) / Curriculum for Wales Guidance • Welsh Government: Personal and Social Education Framework and Science Curriculum (2008) • <u>Welsh Government: Wales Safeguarding Procedures</u> • Equality Act (2010) • United Nations Convention on the Rights of the Child (UNCRC): <u>Children's rights in Wales GOV.WALES</u> 	<p>This policy should not be seen in isolation as it has clear links with the following school policies:</p> <ul style="list-style-type: none"> • Substance Use & Misuse / Substance Use Education Policy • Behaviour and Engagement Policy • Child Protection/Safeguarding Policy • Anti-Bullying Policy • Health and Safety Policy • Educational Visits Policy • Confidentiality Policy • Complaints Policy • Personal and Social Education (PSE) • Wellbeing Policy • Use of Reasonable Force and Physical Intervention • County No Smoking Policy • County HR policies such as Disciplinary Policy
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5.0 Consultation/ Development of the Policy

Staff, governors, learners, parents/carers and members of the wider school community including outside agencies as appropriate, have been included in the development of this policy and practice in relation to smoking & vaping. For top tips to create a learner-friendly policy, [see Appendix 2](#).

5.1 Dissemination of this Policy

Staff will have the knowledge and understanding of policies, procedures and agreed practice to support the implementation of this Smoke-Free Policy through staff training and policy dissemination. It is provided in staff induction, staff appointments, contracts, handbook, the school prospectus, school website and notice boards. It will be widely publicised to staff, learners and the whole-school community, parents of new entrants will also be informed of it, as will contractors, other workers and visitors.

It will also be included in contracts for those hiring the use of the school premises.

5.2 Location of Policy: *School website*

6.0 Equality

This Policy applies to everyone. As an employer and provider of services, St Joseph's RC Primary School will not unlawfully discriminate on the grounds of age, disability, sex, gender reassignment, race or ethnicity, religion or belief, sexual orientation, marriage or civil partnership, pregnancy and maternity or on the grounds of Welsh language.

- All learners, their parents and guardians, volunteers, staff and school governors are valued and will be treated with dignity and respect. We will not tolerate any form of discrimination, harassment or victimisation.
- We will work across our school community to ensure our commitment to equality and fairness is shared and take steps to ensure that our school is accessible, welcoming and inclusive.

7.0 Roles & Responsibilities-

Member of staff responsible for the Smoke-Free Policy	Helen Wheeler
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7.1 Headteacher

The person who controls or is concerned with the management of the school grounds must take reasonable steps to stop a person who is smoking there from smoking. The implementation of this policy is used to support this responsibility. A 'Good Practice Audit' for Headteachers is included in [Appendix 3](#).

The Headteacher will also: -

- Work with Governors to ensure compliance with the policy, and keep them informed of provision, issues and progress around smoking
- Allocate responsibility to a designated staff member for a whole school approach to being a smoke-free school
- Act upon any concerns which may arise from learners smoking behaviours
- Share intelligence with relevant partners/ Crime Stoppers/Trading Standards about illicit tobacco
- Keep a record of incidents

7.2 Governors: -

- The Governing Body has the responsibility to review and ensure there is an up-to-date policy that ensures the school complies with government legislation
- The Governing Body, in co-operation with the Headteacher, is expected to involve families, learners, health and other professionals to ensure the smoking curriculum addresses the needs of learners, local issues and trends
- Ensure regular evaluation of provision and policy

7.3 Designated Staff/ PSE Lead/ Health & Well-being Lead: –

- Staff have the responsibility of ensuring that there is a good quality, whole school, skills based and age-appropriate smoke-free education programme in place
- Consult with learners about what they need or would like to learn
- Formulate the programme of study and liaise with colleagues to ensure provision across the whole school
- Monitor and evaluate the programme of study
- Liaise with outside agencies and coordinate their involvement with smoke-free education

7.4 All Staff: -

- Support a smoke-free school
- Report illicit tobacco intelligence to the Headteacher
- Instigate safeguarding procedures if relevant, for learners involved in smoking/ tobacco related incidents
- Remain present at all times when outside agencies deliver educational sessions with learners
- Are supported & are authorised to ask others including non-employees to adhere to the policy

7.5 Outside agencies: -

- Whilst the responsibility for organising and delivering the curriculum rests with the school, there may be times when an external contributor can add value and bring additional experience
- Any outside agency will familiarise themselves with the school smoke-free policy when planning and delivering sessions at the school

7.6 Parents & Carers: -

- To respect the Smoke-Free Policy and not smoke or vape on school grounds
- To support their child to adhere to the Smoke-Free Policy
- Feel empowered to access non-judgemental & free support offered through the school
- Feel encouraged and supported to be actively involved in their child's smoke-free education
- To not smoke in a vehicle carrying a child (person under the age of 18 years old). This is in line with current legislation

8.0 Staff Training

The Senior Management Team will ensure there is adequate training and resources for all staff involved in the delivery of this Policy. *Annotate/ personalise as appropriate.*

A list of training providers can be seen in [Appendix 4](#).

9.0 Providing a smoke-free environment

9.1 School Premises

- Smoking is not permitted on any part of the school's premises and associated school grounds (*wooded area, playground*). There are no designated smoking areas within the school buildings or grounds.
- The smoke-free requirements will not apply to a dwelling that is within school grounds. For example, the garden of a caretaker's house within the school grounds would not be required to be smoke-free.

9.2 Smoke-free School Gates *Annotate/ personalise as appropriate*

- Providing a smoke-free environment will reduce smoking related litter in and around the school premises. The school is part of the Smoke-free School Gates initiative and smoking and vaping at the school gates is actively discouraged. This is to further reduce exposure to second-hand smoke and de-normalise smoking and vaping.

Signs are displayed at the school gates. Any visitors to the school are encouraged to comply with the Smoke-free School Gates initiative.

9.3 Visits

- The Smoke-free policy applies to all events/activities held in the school, including before or after school sessions which are attended by school employees as part of their work and/or visitors to such meetings/events.
- This Policy applies when learners are taken off site for any reason, e.g. school excursions.

9.4 Transport

- This policy applies to everyone using the school premises or vehicles and all vehicles used on school business to transport school staff or learners.
- It is against the law to smoke in a vehicle that is used wholly or mainly for work purposes or carries learners or members of the public. 'No smoking' signs are required to be displayed.
- Smoking is not permitted in any school vehicle, nor is it permitted in any commercial vehicle transporting learners on school journeys/ educational trips in accordance with the legislation
- Our staff are asked to refrain from smoking in their own vehicles when carrying passengers on behalf of the school.
- The driver, operator or person responsible for a smoke-free vehicle must take reasonable steps to stop smoking in the vehicle: <https://gov.wales/smoke-free-law-guidance-changes-march-2021-html#section-58227>

10.0 Smoking Cessation Support

When smoking cessation is required, persons will be signposted to relevant agencies. Smoking cessation support posters, displays and statutory no smoking signage will be displayed in school areas to create a positive visual message which supports a smoke-free working and learning environment

- The school will support smoking staff to quit by displaying the Help Me Quit helpline number in the staffroom (0800 0852219).
- Posters are displayed on websites, as well as noticeboards for parents/carers, staff and visitors to see and help support those who are thinking about a quit attempt.

See Appendix 5 to access posters and additional information.

11.0 Curriculum

11.1 Personal and Social Education (PSE) / Health & Well-being AoLE

We are committed to creating a smoke-free and vape-free environment while developing learners' knowledge, attitudes and skills in decision-making around smoking. We will ensure that smoke-free education is part of a broad and balanced health and well-being curriculum. A range of age-appropriate methodologies will be used to deliver smoke-free education with the aim to prevent the uptake of smoking. Education will include equipping learners with the knowledge and practical skills to make informed positive health choices in relation to smoking.

A list of resources that can be used to support learning can be found in [Appendix 6](#) alongside the mapping of Substance Use Education to the *What Matters Statements & Progression Steps* within the Health & Well-being AOLE

We maintain regular contact with local Healthy Schools team for updated resources.

11.2 School Nurse & Youth Support Service

The School Nurse and Youth Support Services may provide support, advice and signposting to the school community on smoking related issues and will emphasise the smoke-free message and culture of the school in all aspects of work carried out.

12.0 **Responding to smoking-related incidents:** -Smoking on school grounds can result in a fixed penalty fine of £100. The following procedures will apply when there is non-compliance with the Smoke-Free Policy.

12.1 Procedures for dealing with an incident involving learners:

It is against the law to sell tobacco products, e-cigarettes/vapes and vaping liquids containing nicotine to anyone under the age of 18. Staff who become aware of incidents involving learners and smoking or vaping will notify the nominated Responsible Staff Member. The Responsible Staff Member will then either notify the Headteacher or act in line with the individual School Behaviour Policy.

Learners who disregard the Policy will be disciplined according to the school’s disciplinary and behaviour procedure.

All tobacco and related equipment will be confiscated and may then be destroyed. *Annotate/ personalise as appropriate.* Learners will be asked where they obtained the tobacco product / e-cigarette/vape, and this will be reported by the Head Teacher / Responsible Staff member to Trading Standards.

Immediate action is needed when there is a clear risk to safety, for example:

Example	Action
Tobacco is being supplied on or near premises to underage learners Illicit tobacco supply to children & young people	Contact Trading Standards: tradingstandards-srswales@valeofglamorgan.gov.uk , or Police Designated Senior Person/ Safeguarding Lead/ Safeguarding Policy
Learners in possession of tobacco	Contact parents or guardians (see 13.2).

12.2 Contact with Parents or Guardians

This will need to be considered alongside each individual incident and a local decision made.

There will be a reasonable attempt to contact parents or guardians to inform them of any tobacco related incident unless:

- There are child protection concerns
- It would interfere with a school investigation
- It would interfere with a police investigation
- It could result in greater harm to the learner for another reason

12.3 Contact with the Police if appropriate

The school will refer to the School Crime Beat Protocol Guidance on tobacco related incidents where appropriate. The latest version can be found in [Appendix 7](#).

12.4 Procedure for supporting a Learner after an incident

Staff who become aware of difficulties or incidents involving learners should notify the Responsible Staff Member and refer to the school’s Behaviour Policy and Well-being Policy.

The school will have procedures in place to protect the welfare of any learner after an incident. They may require support in the period following a tobacco incident, as they may feel extremely vulnerable at the time.

The range of responses may include (and depend on available access) to:

- ELSA
- School Police Officer input from Wales Police School Programme
- Referral to smoking cessation services (with learner consent)
- School based counselling
- Youth Support Services

- Behaviour contracts
- Restorative approaches
- School Nurse support

12.5 Recording Incidents

At St Joseph's RC Primary School, the system for recording incidents must include accurate factual records of all tobacco and related vaping incidents using My Concern.

12.6 Out of School Procedures

The school has no role in dealing with tobacco incidents outside school hours and premises other than on school trips. On educational trips, including residential, the Smoke-Free Policy will apply.

Should tobacco/vaping incidences be observed on Service buses transporting learners to and from school, these should be reported to the Head Teacher / Responsible Staff Member, to be dealt with accordingly.

12.7 Safeguarding and Confidentiality

Teachers or staff will not promise confidentiality. The boundaries of confidentiality will be made clear to learners. Wales Safeguarding Procedures will apply and it may be necessary to invoke the local and School Safeguarding/ Child Protection Procedures or Adult Protection Procedures if a learner's safety or welfare, or that of another person is under threat. If a learner discloses information which is sensitive, or not generally known, and has asked for it not to be passed on, it will be discussed with a senior member of staff.

Confidentiality may be broken against the wishes of the person confiding the information when necessary. For example:

- Where there is a child or young person safeguarding issue
- Where the life of a person is at risk or there is a risk of a serious harm to others
- When criminal offences are disclosed

Every effort will be made to secure the Learner's agreement to the way in which the school intends to use any sensitive information.

12.8 Procedure for Dealing with Incidents involving Staff

Tobacco or vaping related incidents involving staff are subject to the Disciplinary Procedures for School Staff. Initially, the staff member will be offered information about the smoke-free premises regulations and how to access support through the local Smoking Cessation Services ([see Appendix 5](#)). Additional internal discipline procedures will be put in place following any further incidences before any formal reporting is made to Shared Regulatory Services (Enforcement). The formal process for reporting to Shared Regulatory Services can be found in [Appendix 8](#).

12.9 Procedure for Dealing with Incidents Involving Adults (non-staff)

Where a parent, guardian or visitor is, or appears to be smoking or vaping on a school site, the individual will be reminded of the smoke-free status of the school and grounds, and politely asked to extinguish their cigarette or vape (see below). Learners in post-16 education who have reached the age of 18 are also legally adults but the wider practice outlined in this document applying to learners will also apply to learners aged 18 or above.

Nominated member of staff- Responsible Person(s) Helen Wheeler



Politely ask the individual to extinguish their cigarette or vape & reinforce the smoke-free status of the school and its school grounds. **** The school might decide to issue a generic letter outlining the school's Smoke Free Policy and details of local smoking cessation services.**

Cigarette extinguished?

Thank the person.
No further action required. **** The school might decide to issue a generic letter outlining the school's Smoke Free Policy and details of local smoking cessation services**

Individual continues to smoke?

If following the above steps, the person continues to smoke on school grounds, refer to information from Shared Regulatory Services Enforcement Team, in [Appendix 8](#).

**** persons vaping on school grounds are not liable for a fixed penalty notice.**

In all cases where physical violence or intimidation is threatened or encountered, assistance of the Police will be sought. The Head Teacher may also refer to the school's Violence at Work policy should confrontation occur.

13.0 Media Content

Staff at St Joseph's RC Primary School will not report incidents and / or issues concerning tobacco use to the local press or media generally. The Headteacher in conjunction with the LEA and Governors will deal personally with all media matters. All media enquiries will be referred to the Council's Press Office.

Appendices

Appendix 1: No smoking signage

**Mae ysmegu yn nhir yr ysgol
hon yn erbyn y gyfraith**



**It is against the law to smoke
in these school grounds**

DIRWY/FINE £100

<https://gov.wales/smoke-free-law-guidance-changes-march-2021-html#section-58274>
<https://gov.wales/sites/default/files/publications/2021-01/it-is-against-the-law-to-smoke-in-these-school-grounds-poster.pdf> .

Additional posters promoting Smoke-Free settings are downloadable here-<https://gov.wales/no-smoking-information-posters>

Appendix 2: Top Tips to create a Learner Friendly Whole School Smoke-Free Policy

Please use this information to shape the creation of your Whole School Smoke-Free Policy. Learners might decide not to use this written format and, would rather be creative and use alternative platforms to share these messages with their peers. Examples might include posters, mind-maps, poems, use of video or I.T. etc.

- ... is a smoke-free school. This includes e-cigarettes/vapes.
 - No-one can smoke here, inside, outside, or in our vehicles. This is the law.
- OR**
- No-one can smoke inside the building, on the school yard, in our play areas (school can list places specific to their school...e.g., at our allotments/polytunnels, school trips) or in any of our vehicles. This is the law.
 - This is a rule for everyone at our school, all of the time.
 - This rule exists because smoking is harmful to the health of smokers and for other people around them.
 - There are No Smoking signs up in school to make sure everyone is aware not to smoke in our school or on our grounds.
 - If you see someone smoking in school, tell the head teacher. It is their responsibility to make sure the school stays smoke-free.
 - If someone is found smoking in, or on, school premises, they might have to pay a £100 fine.
 - If a learner is found smoking in school, their parent/guardian will be told about it in most cases.
 - Learners at our school study how to stay smoke-free and why this is important.
 - Learners, parents, guardians, and staff who do smoke are offered free help to stop smoking.
 - Support to stop smoking is available through Help Me Quit.

Learners should also consider:

- Linking the policy to the rights of the child (UNCRC).
- How best to disseminate the final Policy with the whole school community.

Appendix 3 - Good Practice Audit tool

It is suggested that schools use this audit to help inform good practice. It can be completed with pupil representatives. The questions that follow for each standard, will give suggestions for best practice

Standard 1: Signage

Questions	Guidance (If any is applicable)		X	N/A	Comments
1 Are No Smoking signs well positioned, away from other signs, at every entrance and visible to all?	-				
2 Do the signs have the correct graphic & wording? This must read: <i>It is against the law to smoke in these school grounds/ Mae ysmygu yn nhir yr Ysgol hon yn erbyn y gyfraith</i> <i>DIRWY/FINE £100</i>	Guidance on signage can be found at: https://gov.wales/smoke-free-law-guidance-changes-march-2021 				
3 Have you used any posters to support smoke-free school messages?	Additional Smoke-Free poster for schools can be found at: https://gov.wales/no-smoking-information-posters				
4 Do you regularly monitor and review the condition of the signs around the school grounds?					
5 Have the signs reduced smoking on the school grounds?	You may want to review where signage is sited with the engagement of learners.				
6 Is the school part of the Smoke-Free School Gates Initiative (Initiated by ASH Wales in 2013)?	Please ensure you have the additional official signage alongside your Smoke Free Gates signage				
7 Have you created a learner friendly Smoke-Free School sign or logo?	This can be used in all communications with families, contractors and visitors to the school.				

Standard 2: Communication

Questions	Guidance		X	N/A	Comments
1 Are <u>all</u> school staff, contractors and visitors aware of the Smoke-Free Premises and Vehicles (Wales) Regulations 2020 legislation? How have they been informed?	- when signing into the school - via Headteacher updates - via email/newsletters - staff meeting updates - policy information - staff inductions				

2	Is the wider community aware of the Smoke-Free Premises and Vehicles (Wales) Regulations 2020 legislation? How have they been informed?	This could include for example, rolling reminders on the foyer TV screen -parental communication -school website -parent forums or PT -Headteacher/ Governor report				
3	Is the school community aware of the whole school Smoke-Free Policy, and the sanctions & support associated with the legislation?					
4	Is the School Council involved in work to promote Smoke-Free School grounds?	- Evaluating the effectiveness of the school signage. - Supporting peer education and communication through posters and assemblies.				
5	Do you celebrate success associated with being a Smoke-Free school? How?					
6	Does the school raise awareness of local & national smoke-free initiatives?	Campaign Dates -World No Tobacco Day May 31st https://www.who.int/campaigns/world-no-tobacco-day -National No Smoking Day takes place every year in the second week of March				

Standard 3: Policy

	Questions	Guidance	X	N/A	Comment
1	Do you have an up to date Smoke-Free Policy?	Use national & local guidance to create your Smoke-Free Policy, e.g. the Whole School Smoke-Free Policy template			
2	Is the Policy regularly monitored and reviewed?				
3	Has the Policy been through consultation with key stakeholder groups?				
4	Has the Policy been disseminated to the whole school community?				
5	Do you have a learner friendly version of the Policy?	This will support learner understanding of the Smoke-free Premises and Vehicles (Wales) Regulations 2020 legislation			

6	Do you record smoking related incidents?	For example, the Incident & Interview forms included in this policy				
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Standard 4: Other

Questions		Guidance	X	N/A	Comment
1	Are the school grounds clear of cigarette litter?	How often is this monitored? Consider linking in with Eco-Schools			
2	Have you access to appropriate resources to support smoking & tobacco related education?	Contact your local Healthy School team who might be able to help			
3	Is your school enrolled on the Secondary School Just B programme (if eligible)?				
4	Does your Smoke-Free Policy preclude to the use of vaping and e-cigarettes?				
5	Do you provide information on smoking cessation services?	e.g. Help Me Quit, e-Cigarette/vaping information, posters, signposting to websites, handbooks			
6	Do you have access to relevant staff training?	e.g. Making Every Contact Count (MECC) run by Public Health Wales (see Appendix 4)			

Appendix 4: Staff training providers



MECC - Making Every Contact Count is an approach to behaviour change that utilises the millions of day to day interactions that organisations and individuals have with other people to support them in making positive changes to their physical and mental health and wellbeing.

MECC Level 1 E-learning

- Interactive E-learning tool.
- Designed to support you make the most of every appropriate opportunity to talk to people about improving their health and wellbeing.
- It will equip you with the skills and knowledge you need to have effective health behaviour change conversations.
- Available in Welsh and English.
- Duration: 30 minutes.

Learning Objectives

- Recognise your role in supporting people to make healthy choices.
- Understand the key healthy lifestyle messages.
- Recognise and act on opportunities to have a MECC conversation.
- Know how to have an effective conversation about healthy lifestyles.

How to access

- Available to public sector workers/independent health practitioners via website.

Link: <https://mecc.publichealthnetwork.cymru/en/e-learning/>

For further information or training on MECC, please contact the Local Public health team on 02921 836505.

National Centre for Smoking Cessation Training (NCSCT) – The NCSCT offers a range of e-learning resources and access to free online training in Wales on smoking cessation. The online training includes information on the following areas:

- Very Brief Advice on smoking
- Very Brief Advice on second-hand smoke
- Stop smoking medications

Link to e-learning: <https://elearning.ncsct.co.uk/wales>

Safeguarding and Child Protection Training – Safeguarding involves both the protection of children and adults at risk from abuse, neglect or other kinds of harm and preventing them from becoming at risk of abuse, neglect or other kinds of harm. It is of high importance that safeguarding of children and vulnerable adults is embedded within all working practice.

Appendix 5: Smoking Cessation Support

Help Me Quit (HMQ) – HMQ is a service developed by Public Health Wales and delivered by Local Health Boards to support smokers to quit smoking. They offer a choice of virtual video consultation, 1:1 sessions, groups or telephone support from a range of NHS stop smoking service providers available in the smoker's area. For more information about Help Me Quit email helpmequit@wales.nhs.uk, phone 0800 085 2219 or visit [Help Me Quit | Stop Smoking Services In Wales](#)

HMQ also offer bespoke brief intervention training. If you are interested in finding out more about bespoke Smoking Brief Intervention, please contact the Help Me Quit Team on the above email. You may find these assets useful:



Help-Me-Quit_-A4-Poster-2017-v1.pdf



HMQ - 4xMore likely (1) (002).pdf



HMQ -4xMore likely (2) (002).pdf

Appendix 6: Resources that can support Education on Tobacco & Smoking

Cardiff and Vale Local Public Health Team - Our smoking and tobacco education and prevention service helps children and young people in Cardiff and the Vale of Glamorgan to gain the information, skills and opportunities they need to make informed choices about their smoking behaviours. For more information, call 02921 83650 or visit: [Tobacco - Cardiff and Vale University Health Board \(nhs.wales\)](#)

JustB Smoke-Free- The National Just B smoke-free programme, run by Public Health Wales, is a targeted programme that delivers a peer influenced school-based smoking prevention programme. A team of trainers support Year 8 learners to become Smoke-Free ambassadors to discuss the risks of smoking and the benefits of being Smoke-Free with their peers. Schools will be contacted directly if eligible for the programme.

Healthy Schools Website: Downloadable health education resource for teaching & learning professionals in Wales. <http://www.healthyschools.wales/login.php>

The Wales Police School Programme- This is run by the Police, the programme provides information and resources for learners, teachers, parents/carers and partners to reinforce the key messages delivered by our School Community Police Officers in primary and secondary schools, as well as alternative educational settings. [SchoolBeat: About](#)

ASH Wales- provides comprehensive support to organisations running smoking-related projects and campaigns; such as smoke-free school gates and beaches. Their website includes support and tools for quitting, as well as information on a range of smoking related topics. They also provide information on smoking laws and policies as well as devising policy and developing research to champion Wales in becoming a smoke-free nation. The ASH Wales team deliver training /webinars on a range of topics, including vaping. [ASH Wales - Action on Smoking and Health Wales](#)

Keys to Smoking for Children aged 7-11 years: this is accessible on [Hwb - Keys to Smoking](#). This resource offers some useful information and lesson overviews on smoking that concentrates on the positives of being Smoke-Free rather than the negatives of smoking. Broad themes are covered rather than the details of smoking-related diseases. *Contact your healthy schools practitioner for up to date smoking costs and figures*

Up in Smoke: A Secondary School resource: accessible on [Hwb - Up In Smoke](#). This resource has some useful information and lessons designed to focus on smoking rather than smokers with an emphasis on the benefits of being Smoke-Free rather than the negative effects. *Contact your healthy schools practitioner for up to date information, smoking costs and figures*

Smoke-free Law: Guidance of the changes from March 2021, for all hospital grounds, schools grounds, public playgrounds, as well as outdoor day care and child-minding settings: <https://gov.wales/smoke-free-law-guidance-changes-march-2021-html>

The School Health Research Network (SHRN) is a network of schools in Wales who have joined with researchers, the Welsh Government and other organisations to support young people’s health. The network helps schools in Wales work with researchers to generate and use good quality evidence about health improvement www.shrn.org.uk

PHW Vaping Guidance: Public Health Wales has published guidance for addressing vaping among secondary school-age learners. The document provides data and evidence-based information for schools including how they can respond to and help address vaping within their setting through policy, practices, and curriculum content. [Information and Guidance on Vaping for Schools in Wales \(nhs.wales\)](#)

PHW ‘Substances and Addiction – Focus on Vaping’ curriculum toolkit – launched in June 2024 to support primary and secondary schools to deliver lesson activities on vaping (age 9 upwards). These activities were co-produced with schools across Wales. [‘Substances and Addiction – Focus on Vaping’ Curriculum toolkit](#).

PHW ‘Health and Wellbeing – A guide to working with young people’ with an array of health and wellbeing activities to help those working with young people to deliver a variety of health related activities. Aimed towards learners 11+ years of age. The smoking section starts on page 155: <https://phw.nhs.wales/topics/health-and-wellbeing-a-guide-to-working-with-young-people/health-and-wellbeing-a-guide-to-working-with-young-people/>

Substance Use links to the ‘What Matters’ Statements: Health & Well-being AOLE

What matters statement	Developing physical health and well-being has lifelong benefits	
Progression Step	1:	I am beginning to recognise some of the behaviours, conditions and situations that affect my physical health and well-being and I am beginning to know how to respond and get help.
	2:	I can recognise some of the behaviours, conditions and situations that affect my physical health and well-being, and I know how to respond and get help in a safe way.

What matters statement	Our decision-making impacts on the quality of our lives and the lives of others	
Progression Step	1:	I have an understanding that things can be safe or unsafe.
	2:	I can identify and assess risks.
	3:	I can make considered decisions, taking into account available information, including past experiences. I can recognise that some decisions I make will have a long-term impact on my life and the lives of others. I can understand that decisions can be made individually and collectively, and that they can be influenced by a range of factors .
	4:	I can research, examine and evaluate a range of evidence to make considered and informed decisions. I can consider relevant factors and implications when making decisions individually and collectively.
	5:	I can critically evaluate factors and implications, including risks, when making decisions individually and collectively.

What opportunities should your learners have to participate in authentic decision-making? How can you support learners to develop their decision-making skills?

Settings and schools are encouraged to provide learners with opportunities to reflect on the short-term, medium-term and long-term implications of the decisions they make. It should recognise that learners do not necessarily have responsibility for many of the decisions affecting them and this responsibility grows over time. Reflecting on the impact of decisions not only on oneself, but on other people and wider society is important, particularly with regard to decisions that have been made by others or other groups.

	3:	I can describe the behaviours, conditions and situations that affect my physical health and well-being, and I know how to respond to and/or manage these in order to actively reduce the risk of harm to myself.
	4:	I can explain the behaviours, conditions and situations that affect my physical health and well-being and, through my actions, I can respond to and/or manage these in order to actively reduce the risk of harm to myself and to others.
	5:	I can apply my knowledge of the behaviours, conditions and situations that affect my physical health and well-being, to keep myself and others safe. I can safely intervene, using learnt techniques, when others' physical health is at risk.

Links with other Areas of Learning and Experience	Science and Technology: <i>How lifestyle choices can impact the human body (including diet, drug use and exercise)</i>
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Appendix 7: Wales Police Schools Programme Policies and Procedures

[You can find out about the Wales Police Schools Programme and all their SchoolBeat.Cymru policies and procedures here: SchoolBeat.cymru](#)

[The 2023 Wales School Crime Beat Protocol can be found here: Microsoft Word - WPSP School Crime Beat Protocol ENG wpsp_scbp_20230222.docx \(schoolbeat.cymru\)](#)

“Guidelines for Schools and School Community Police Officers (SCPOs) Working Together: School Behaviour Incident Management” can be found here: [Layout 1 \(schoolbeat.cymru\)](#)

Appendix 8: Information from Shared Regulatory Services Enforcement Team

Referrals: Age-Restricted Products in Schools

The minimum age for buying any nicotine or tobacco-containing product in Wales is **18 years**. This includes related products such as vape devices, coils, atomizers, vape juice, or heated tobacco products. **It is also illegal for adults to buy – or be found attempting to buy – tobacco or vaping products for anyone under the age of 18.**

The Trading Standards Team in Shared Regulatory Services (SRS) investigate traders who sell, or hand over, any nicotine or tobacco-containing products to minors as part of their wider enforcement work. Since interventions are intelligence-led it is vital that any concerns surrounding age-restricted products are escalated to the team at tradingstandards-srs-wales@valeofglamorgan.gov.uk

Specifically it is helpful to receive intelligence about:

- Who sold the product – name and address of the retail premises
- Confirmation that the product was sold to someone under 18, or to an adult clearly purchasing the product on behalf of a child/young person
- The date and time the sale took place
- Details of what was sold – product name, brand, quantity etc.
- The gender and age of the purchaser
- Other relevant information i.e. was the child in uniform; does the child attend the shop on a regular basis so is known to the seller; did the seller ask the child their age or to provide any ID

Trading Standards also regulate the sale of other age-restricted products to children, so any concerns surrounding the items listed below can also be referred to the team at the same email address.

- Fireworks
- Alcohol
- Knives and Similar Offensive Weapons
- Intoxicating Substances
- Cigarette Lighter Refills Aerosol Spray Paints
- Videos, DVDs and Computer Games
- Lottery Tickets
- Petroleum

Enforcement Guidance for Smoke-free School Grounds

Chapter 1, Part 3 of the Public Health (Wales) Act 2017 and The Smoke-Free Premises and Vehicles (Wales) Regulations 2020 only applies to lit tobacco, or lit tobacco containing substances, that are in a form that can be smoked.

Section 10 of the 2017 Act require that school grounds are smoke-free whilst **Regulations 10 and 12 of the 2020 Regulations** list the specific requirements. All schools in Wales with school grounds (*as defined by section 4 of the Education Act 1996*) are included within the scope of the legislation, including maintained schools, voluntary aided, foundation and independent schools.

The duty to prevent, or control, smoking within school grounds lies with the person who controls, or is concerned with the management of, the school grounds. That person is required to take **reasonable steps** to stop a person who is smoking there from doing so.

Where schools provide residential accommodation, the person in charge may designate an area within the grounds where smoking is permitted (the 'Designated Smoking Area') and may specify those persons who may use it ('permitted persons').

'Permitted person/s': means persons or descriptions of persons specified by the person in charge or the person having control of a smoke-free school ground who may smoke within a 'Designated Area', but **may not include a child**.

‘Designated Area’: means an area in which smoking is permitted and which is not therefore to be treated as being smoke-free for the purposes of the Regulations.

School grounds that adjoin, or are next to, the school will be required to be smoke-free either when the school or the grounds are being used for education or childcare.

School grounds that do not adjoin the school, e.g. where separated by a road, will be required to be smoke-free when the grounds or any part thereof are being used for education or childcare.

School grounds are those areas that are not enclosed or substantially enclosed and are used exclusively, or mainly, by the school for educational, sporting or recreational purposes.

‘No Smoking’ signs with appropriate warning text are required for school grounds. The signs should be visible to all users; be displayed in a prominent position at, or near to, the main entrance to the grounds; and where there is more than one main entrance, signs should be displayed at, or near to, all entrances.

Signage must contain:

- A legible graphic representation of a burning cigarette enclosed in a circle with a bar across the circle that crosses the cigarette.
- The specific appropriate warning text applicable to school grounds.

‘It is against the law to smoke in these school grounds / Mae ysmygu yn nhir yr ysgol hon yn erbyn y gyfraith’

Escalation of Smoke-Free Offences

Authorised Officers of the Local Authority will only revert to formal enforcement when the seriousness of the offending behaviour, or circumstances, means that such action is warranted and appropriate. All action taken must be fair, proportionate and consistent. It must also be aligned with the overarching enforcement policy of the Local Authority and consider resource implications of both the Local Authority and the judiciary system.

When enforcing the provisions of Chapter 1, Part 3 of the Public Health (Wales) Act 2017 and The Smoke-Free Premises and Vehicles (Wales) Regulations 2020, Authorised Officers will take a graduated approach to enforcement which may include:

- Providing verbal advice
- Issuing a formal written warning
- Serving a Fixed Penalty Notice (FPN)
- Instigating prosecution proceedings

A Fixed Penalty Notice offers a person the opportunity to discharge any liability to conviction for the offence of smoking in a smoke-free premises by payment of a fixed penalty. **However, the individual in receipt of a FPN may wish to be tried for the alleged offence instead of paying the penalty notice.** In this instance, a legal proceedings file will be prepared and submitted for trial at Magistrates Court. All witnesses to the alleged offence may need to attend court and provide verbal evidence of what they observed the defendant doing.

Where a person does not choose to be tried for the alleged offence but then fails to pay a FPN by the end of the 29 day period, the Local Authority may issue legal proceedings against that person.

Shared Regulatory Services will only consider taking enforcement action (e.g. FPN or prosecution) against individuals smoking in a smoke-free premises where the following criteria are met:

- The person in control, or concerned with the management, of the premises can **demonstrate that they have taken reasonable steps** to prevent individuals smoking on their premises. Documented records are available to evidence all incidents and their respective outcomes.
- The name, address and date of birth of the individual can be determined. These details are required for the FPN to be issued.
- The date, time and location of the alleged offence can be confirmed. These details are required for the FPN to be issued.

- Any referral is accompanied by a signed, dated and suitably detailed Section 9 witness statement which provides details of the alleged offence observed. Key information to be provided may include:
 - Description or full name of the defendant;
 - Day, time and location of offence witnessed;
 - Observation of the weather conditions (if relevant);
 - How far away the witness was when the offence was observed;
 - Details of vehicle e.g. registration plate, workplace signage, driver badge details, vehicle license plate;
 - Evidence of smoking lit tobacco;
 - ‘I saw the person lighting up a cigarette and saw them holding the cigarette lighter with one hand and positioning the opposite hand as a protective shield’ from the wind and/or draughts’;
 - ‘I saw the person holding the lit cigarette between their lips as smoke was produced’;
 - ‘I saw the person flick from the cigarette’;
 - ‘I saw the person move their arm and place the cigarette to their lips, inhale and exhale cigarette smoke whilst (being in a smoke-free area)’;
 - ‘I saw the person extinguish the cigarette by…….’;
 - Reporting the smell of smoke;
 - The witness can categorically state that the defendant was not using an electronic cigarette is critical. A sentence which includes a statement of fact such as: ‘I am aware of the difference between a lit cigarette and an electronic cigarette, as the latter does not produce smoke but noticeable amounts of vapor when used and does not need to be lit’ can be very useful;
 - If the witness has taken photographs, or has CCTV footage, of the defendant smoking in a smoke-free premises or vehicle, the photographs or CCTV footage has been appropriately produced and exhibited in their witness statement.

Where the above criteria can be satisfied, a referral may be made to the Communicable Disease, Health and Safety Team at communicabledisease@cardiff.gov.uk

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