



Smoking & Vaping Policy (Adults) - Whole School (including EYFS)

Version Number:	V 5.1
Applies to:	Whole School (inc EYFS)
Author (s):	Director of Operations
Review Frequency:	Annual
Policy category (1, 2, 3, 4):	2
Last reviewed:	Trinity Term 2026
Next review due by:	Trinity Term 2027
Approved on (date):	H & S Committee 18.05.26
Committee (s) Responsible:	Health and Safety
References (including legal and others eg ISBA).	ISBA
ISI Reg:	N/A
Other related policies and documents:	Staff Code of Conduct. Disciplinary Dismissal Policy. Woodbridge School Fire Safety Policy. Woodbridge School Health and Safety Policy. Alcohol, Smoking, Vaping and Drugs (Students) Policy.

Contents

1. Purpose	2
2. Policy Statement	2
3. Procedure	3
4. Attending an event in the School Grounds	3
5. Non-Compliance	3
6. Support for Employees	4
7. Compliance and Monitoring arrangements	4

1. Purpose

This policy has been developed to protect all employees, parents/carers, and visitors from exposure to second-hand smoke and to assist in compliance with the Health Act 2006. This policy is applicable to all those persons who may be on or at any of the school premises/sites.

The purpose of this Adult Smoking and Vaping Policy is to provide a healthy and safe environment throughout the schools' sites.

2. Policy Statement

The School has a duty, so far as is reasonably practicable, to protect the health, safety and welfare of its employees, pupils, visitors and others affected by its activities. This duty is reflected in health and safety legislation, including smoke-free legislation, which has prohibited smoking in enclosed public places, including schools, since 1 July 2007.

To promote a healthy, safe and professional environment, smoking and vaping are prohibited at all times throughout all School premises. This prohibition applies to all staff, pupils, parents/carers, contractors, hirers, visitors and any other person on School property.

For the purposes of this policy, School premises include all buildings, grounds, sports facilities, vehicles, car parks and any other areas within the School boundary. Smoking and vaping are prohibited in all School vehicles and in all private, visitor and contractor vehicles whilst on School premises.

The use of e-cigarettes, vapes and similar devices is subject to the same restrictions as smoking. The charging of e-cigarettes or vaping devices on School premises is prohibited due to the associated fire risk.

Contractors working on School premises must be made aware of this policy before work commences and compliance with this policy must form part of all relevant contractor agreements and service specifications.

Smoking and vaping are not permitted by any group hiring School premises or grounds for functions, performances, events or regular lettings, including at the Seckford Theatre. Compliance with this policy must be included within all hire agreements and conditions of use.

Staff must not smoke or vape in the presence or sight of pupils or parents/carers, whether on School premises, on educational visits, or whilst undertaking School business. Staff must also not smoke or vape whilst representing the School or where they may reasonably be identified as acting on behalf of the School.

Failure to comply with this policy may result in disciplinary action or other appropriate action being taken in accordance with the relevant School policies and procedures.

3. Procedure

It is the responsibility of the Head and their representative(s) to enforce the policy at all times, to advise employees and ensure that visitors to the site comply with these arrangements; however, all staff are obliged to adhere to, and support the implementation of the policy.

The Head shall inform all existing employees of the policy and their role in the implementation and monitoring of the policy. They will also ensure that new employees are given a copy of the policy on recruitment/induction.

Appropriate 'No-Smoking/Vaping' signs will be clearly displayed at the entrances to and within the School premises and in all vehicles.

4. Smoking and Vaping on School Premises

Smoking and vaping are prohibited throughout all School premises, including all buildings, grounds, sports facilities, car parks, vehicles and external areas within the School boundary. No exemptions apply for social events, performances, lettings, functions or other activities taking place on School premises. Any person wishing to smoke or vape must leave the School site entirely before doing so.

5. Non-compliance

Disciplinary procedures will be followed if a member of staff does not comply with this policy in accordance with the Disciplinary Dismissal Policy.

Those who do not comply with this policy may also be liable to a fixed penalty fine and possible criminal prosecution.

6. Support for employees

We recognise that giving up smoking can be difficult and often support to succeed in breaking the habit is required. Staff can ring the NHS Smokefree National Helpline to obtain free advice and information on stopping smoking (0300 123 1044). Advice is also provided on the NHS website at <https://www.nhs.uk/better-health/quit-smoking/>

If any member of staff is finding it particularly difficult to cope with adhering to this smoking and vaping policy, it may be appropriate for the School to seek assistance from an Occupational Health Advisor or doctor.

All new and prospective employees should be advised of this Adult Smoking and Vaping Policy specified in the Smoke-free (Premises and Enforcement) Regulations before being employed and that it will be included in the standard terms and conditions of employment for all employees.

It is anticipated that all employees will comply with the Adult Smoking and Vaping Policy and the School will provide information and support for smokers to quit.

7. Compliance and Monitoring arrangements

This policy will be subject to a thorough review process including consideration at the Health and Safety Committee on an annual basis. This will ensure that practice across the whole school is in line with this policy, the Complaints procedure and with current guidance and legislation.