



Anti-Smoking Policy

1. Introduction.

The school policy for Anti-Smoking was developed by the Children's Services Department of the Local Authority and agreed by the whole staff and the Governing Body. The policy was approved and ratified by the Governing Body during the Summer term 2008.

2. Aims

Smoking is the number one preventable cause of death in the UK. Each year, 500 people die from smoking related illnesses in Nottingham. Around 35% of people in Nottingham smoke, well over the national average of 27%, and the Government have set a target to reduce local smoking rates to 21% by 2010. The Council has a leading role in Nottingham to improve public health, and reduce the preventable death, disability and disease that smoking causes each year in the community.

The 2004 Government White Paper 'Choosing Health' sets out a range of proposals to protect people from second hand smoke exposure and to reduce smoking levels. These include a staged timetable to ban smoking in enclosed public places, including workplaces to be smoke free by 2007.

On 7 March 2005, the City Council's Strategic Management Team unanimously agreed a series of proposals to further restrict smoking by employees and customers at City controlled work areas and public places.

Set out below is the collective agreement between Nottingham City Council and the recognised trade unions, both teaching and for support staff, in respect of protecting employees from exposure to second hand smoke.

This policy is also designed to support the work currently being undertaken by the majority of City Schools to achieve the Healthy Schools standard.

3. Time-table of events

i. Phase 1 (24 April – 4 June 2006)

A timetable was set out clearly explaining the phasing of the new restrictions so that smokers had adequate notice to consider how they would adjust.

All members of staff at both Ambleside schools were notified of the new policy. Information on New Leaf smoking cessation services was made available to employees. Any employees with concerns were invited to discuss these at an early stage with their Head teacher in the first instance.

ii. Phase 2 (5 June – 31 August 2006)

Employees were allowed reasonable opportunities to smoke in designated outdoor locations in their own time. The Head teachers ensured that employees were either signing in or out around smoking breaks or had agreed for them to work additional hours.

During Phase 2, employees were to be given reasonable opportunities to smoke in their own time. Governors agreed to give staff the following options;

- work an additional 2 hours per week, or
- sign out and in again around smoking breaks
- Staff who smoke should consult with the Head teacher as to how they can make up their hours

iii. Phase 3 (From 1 September 2006)

Smoking to be banned on all Council owned sites both indoors and outdoors. Employees will only be allowed to smoke during contractual breaks and lunchtimes, and then only away from Council sites. Employees will not be permitted to smoke at school entrances and are requested to move at least one hundred metres away from the boundary and not to be immediately adjacent to the school entrance.

4. Implementation of this Policy

The Head teacher is to suggest that any employees with concerns about how they will comply with the new policy should contact Occupational Health or Human Resources to discuss these at an early stage.

Head teacher should provide any employee who requests it with information on New Leaf stop smoking services. Details of local stop smoking sessions are available from New Leaf and are listed as Appendix 1 of this policy.

Early individual discussions should take place with employees to decide how each employee will record their smoking breaks.

5. Ensuring Employee Compliance

The Head teacher recognises that nicotine is an addictive substance and that some employees will have great difficulties complying with the policy initially. Issues will be treated both sensitively and sympathetically.

Employees are encouraged to take up the support measures that will be available. This can best be done on a one-to-one basis, checking how agreed arrangements are working.

Any employee not complying with the policy will be asked to discuss this with the Head teacher. The Head teacher will remind employees of the new rules and the support available.

If further breaches occur, the Head teacher will hold a discussion with the employee to try to determine why it occurred; what actions have been tried to comply with the policy and what other actions could be taken or what further support could be offered to the employee.

The Head teacher will treat each case on an individual basis and give each employee every reasonable chance to comply with the policy. The Head teacher will stress the

need for compliance and explain that further non-compliance could lead to disciplinary action being taken.

In cases of persistent breaches of the policy with a lack of intention to comply, the Head teacher will need to invoke the school disciplinary procedure.

Head teachers who smoke are expected to lead by example and comply fully with the policy.

Both Human Resources personnel and Head teachers must ensure the current position and future stages of the smoking policy are clearly explained to applicants at the appropriate stages of each recruitment process.

6. Ensuring Public Compliance

The public are informed of smoking restrictions through clear signage.

Contractors and any person or group who hires part of the school for external activities are subject to this policy and must be informed of its content.

Any member of the public in breach of the policy will need to be approached promptly and asked to extinguish their tobacco product. If the person still refuses to comply, the person will then be asked to leave the school site, including driveway entrance.

Health and safety risk assessments will be extended to cover the arrangements necessary to deal with these situations during the autumn term 2006.

The Head teacher will ensure that the school policy on smoking in relation to pupils is consistent with the policy for employees and visitors and that this is included as part of the school's general drug policy that meets the criteria set out within the Guidance for Schools and the Healthy School Standard.

Parents/Carers – smoking within the school boundary – need to be informed of policy i.e. cannot smoke within 100m of school grounds or as below.

7. Consideration for Governors

The following is a list of issues that will require consideration from Governors;

Employees have been granted 3½ hours paid time off to attend New Leaf smoking cessation groups.

As employees are not allowed to smoke on school sites, consideration must be given to areas immediately adjacent to the school entrances. It is advised that smoking is not permitted in the immediate vicinity of the school, governors would wish if possible that this includes outside the school gates and waiting areas. This follows the guidance issued to schools as good practice within the Healthy Schools Standard and within the DfES guidance for Drugs in School which states that in implementing a Smoke-Free School, smoking should be “away from pupil view” (4.5 p57)

8. Racial Equality & Equal Opportunities

Every individual has equal access to the Curriculum regardless of their gender, age, culture, religion, disability or ability. We plan work that is differentiated for the performance of all groups and individuals. Ambleside Primary school is committed to creating a positive climate that will enable everyone to work free from racial intimidation and harassment and to achieve their full potential.

9. Further Information

Websites

www.ash.org.uk (Action on Smoking and Health)

www.nice.org.uk (National Institute for Health and Clinical Excellence)

Support Services

Counsel Line, (0115) 958 9090

New Leaf, (0115) 934 9526

Human Resources

Emma Shelton, (0115) 915 0683

Healthy Schools

Anna Power, Drugs Education and Policy Officer, (0115) 947 6202

APENDIX 1

New Leaf Clinics in Nottingham City – Central

Area	Advisor	Time of Session	Venue	To Make an Appointment
Basford	Alice Delerict	Mon 1 – 5 Group and 1:1	Old Basford Health Centre	0115 9420323
City Centre	Paulette Keeley	1:1 appointments all week	Voluntary Action Centre, 7 Mansfield Road	0115 9349526
Hyson Green	Perween Riaz	Friday and Wednesday morning	Mary Potter health Centre	0115 9420330 07900 003338
Hyson Green	Pritesh Shah	Flexible (but not Mondays)	Moss Pharmacy, 100 Gregory Boulevard	0115 9704294
Hyson Green	Michelle Battlemuch	Tuesday 9 – 12	Moss Pharmacy, 100 Gregory Boulevard	0115 9420330
Lenton	Isabel Mantle	Wednesday afternoon	Derby Road Health Centre	0115 9788587 07876 224584
Radford	Johnson Paul	Friday 9 – 1	Radford Health Centre	0115 9420360
Radford	Jenny Golding	Tuesday 2 – 5	Dr Verma's Practice, Hartley Road	0115 9422622

Sherwood Rise	Julie Greenwood	Monday 9 – 12	Sherwood Rise Health Centre	0115 9692277
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New Leaf Clinics in Nottingham City - North

Area	Advisor	Time of Session	Venue	To Make an Appointment
Aspley	Sangita Dhiri	Tuesday 4 –7	Aspley Training & Community Centre	0115 8750444
Aspley	Bal Cheema	Thursday 9.30 – 11 Surestart clients only	Aspley Training & Community Centre	0115 8750444
Beechdale	Vickie Edwards	Wednesday 9 12	Beechdale Baths	0115 9151575
Bestwood	Michelle Battlemuch	Monday 5 – 9	Southglade Leisure Centre	0115 9151595
Bestwood	Janet Edge	Thursday 5 – 9	Southglade Leisure Centre	0115 9151595
Bestwood	Sue Thompson	Friday 9.15 – 1.15	Bestwood Park Health Centre, Pedmore Valley	0115 9208799
Bilborough	Khadeja Arshid	Wednesday 6 – 10	Harvey Haddon Stadium	0115 9151515
Bilborough	Vickie Edwards	Thursday 9 –1	Bilborough Medical Centre	0115 9292354
Broxtowe/Strelley	Isabel Mantle	Monday 8.30 – 12.30	Sure Start, Corner House, Strelley	0115 9290330
Bulwell	Michelle Battlemuch	Wednesday 9.30 – 2.30	Bulwell Health Centre	0115 9770022
Bulwell	Vickie Edwards	Monday 1 – 3	Bulwell Health Centre	Drop in
Bulwell	Vickie Edwards	Tuesday 9 – 1	Bulwell Boots	07900 893121
Cinderhill	Perween Riaz	Thursday 8.45-12.30	Limetree Surgery, Limetree Ave	0115 9791281
Strelley/Moorgreen	Johnson Paul	Thursday 8.30-12.30	RHR Medical Centre	0115 9797910
Rise Park	Isabel Mantle	Thursday 8.30-12.30	Rise Park Surgery	0115 9272525
Sherwood	Janet Edge	Tuesday 1-5	Sherwood Health Centre, Mansfield Road	0115 9691777
Top Valley	Vickie Edwards	Friday 9-1	Mistry's Chemist, Tesco Precinct, Top Valley Way	07900 893121
Wollaton	Julie Greenwood	Tuesday 8.30-12.30	Wollaton Vale Health Centre	0115 9287793

New Leaf Clinics in Nottingham City - South

Area	Advisor	Time of Session	Venue	To Make an Appointment
Bakersfield	Parween Riaz	Monday 2.30-5.30	Bakersfield Medical Centre	0115 9401007 07900 003338
Clifton	Caroline le Sueur	Wednesday 2-6	Clifton Leisure Centre	0115 9405298
Clifton	Sally Oldfield	Thursday 12-3	John Ryle Health Centre	0115 9405298
Clifton	Alistair Macdougall	Wednesday 9.30-12.30	John Ryle Health Centre	0115 9405298 07900 003340
Meadows	Alistair Macdougall	Tuesday – All Day	Meadows Health Centre	0115 9861831
Meadows	Yvonne Cook	Tuesday 4-7	NHS Walk in Centre, London Road	0115 9861831
Sneinton	Alice Delerict	Thursday 9-1	Family Medical Centre, 171 Carlton Road	0115 9504068
Sneinton	Perween Riaz	Wednesday 2.30-5.30	Sneinton Dale Surgery	0115 9110254
St Anns	Alice Delerict	Friday 1-5	St Anns Health Centre	0115 9480560
St Anns	Perween Riaz	Monday morning	St Anns Health Centre	0115 9480560

10. Review

The Head Teacher and staff will review this policy during summer term 2009. Any suggested amendments will gladly be presented to the Governing Body.

