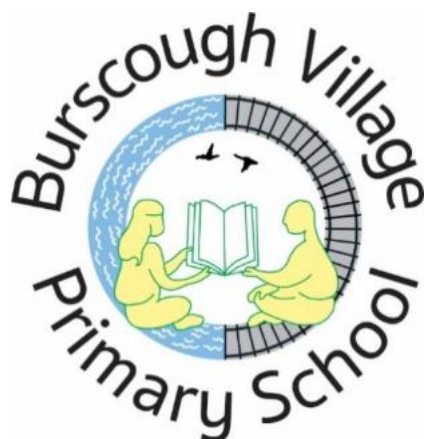




## Smoke Free Policy

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| <b>Reviewed by:</b>                                                                                                                                                                                                                                           | Anna Yates                     |
| <b>Date reviewed:</b>                                                                                                                                                                                                                                         | 1 <sup>st</sup> September 2026 |
| <b>Next review date:</b>                                                                                                                                                                                                                                      | 1 September 2027               |
| <b>Version:</b>                                                                                                                                                                                                                                               | 2                              |
| <p>This policy is based on an original template produced by The National College. Burscough Village Primary School has reviewed, adapted and amended the content to ensure it reflects the school's own context, practice and statutory responsibilities.</p> |                                |

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## Statement of intentStatement of intent

**Burscough Village Primary School** has a duty to protect its employees and pupils from known hazards. We understand that the health risks associated with smoking are serious and detrimental for those who smoke, as well as for people within close proximity.

Through this policy, we aim to:

- Create a smoke-free environment for all those within the school community, including staff, pupils, visitors, parents, etc.
- Be sensitive to those who find it difficult not to smoke on the premises.
- Clarify the use of e-cigarettes and cigarettes on, and around, the school premises.

The principles outlined in this policy apply to all staff, pupils, visitors, contractors and parents.

The principles outlined in this policy also continue to apply whether or not 'no smoking' signs are displayed.

The principles outlined in this policy only apply to tobacco smoking and vaping, not cannabis smoking, which is covered in the school's Pupil Drug and Alcohol Policy and Staff Drug and Alcohol Policy.

## Legal framework Legal framework

This policy has been reviewed in line with Keeping Children Safe in Education 2026 and wider DfE expectations for safeguarding, health and safety, behaviour, staff conduct, visitors and the safe use of school premises. As a primary school, the focus of this policy is to protect children from exposure to smoking, vaping, second-hand smoke, unsafe adult behaviours and inappropriate modelling by adults on or around the school site.

- Health and Safety at Work etc. Act 1974
- Children and Young Persons (Protection from Tobacco) Act 1991
- Health Act 2006
- Equality Act 2010
- Nicotine Inhaling Products (Age of Sale and Proxy Purchasing) Regulations 2015
- Public Health England 'Use of e-cigarettes in public places and workplaces'
- DfE 'Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement'
- DfE 'Keeping children safe in education 2026'
- DfE 'Behaviour in schools' guidance

This policy operates in conjunction with the following school policies:

- Behaviour Policy
- Staff Code of Conduct
- Child Protection and Safeguarding Policy
- Suspension and Exclusion Policy
- Fire Safety Policy
- Special Educational Needs and Disabilities Policy
- Supporting Pupils with Medical Conditions Policy

## Roles and responsibilities

The headteacher will:

- Be responsible for the overall implementation of this policy.
- Ensure that all staff act in accordance with this policy.

- Ensure that this policy is implemented consistently for staff, parents, carers, visitors, volunteers and contractors, with all decisions centred on keeping children safe and maintaining a healthy school environment.
- Implement and approve ways to teach pupils about the risks associated with smoking.
- Be responsible for determining and implementing disciplinary measures for those who do not follow this policy.

The governing board will:

- Hold the headteacher accountable for the implementation of this policy.
- Provide strategic oversight of the school's smoke-free and vape-free culture, ensuring that safeguarding, health and safety and the wellbeing of children remain central to the way the policy is applied.
- Review any incidents associated with smoking.

The school nurse will:

- Support members of the school community who wish to quit smoking by offering advice.
- Have conversations with pupils who are caught smoking to ensure that they are aware of the risks.

In line with KCSIE 2026, safeguarding and promoting the welfare of children is everyone's responsibility. This means that all adults on the school site, including staff, governors, volunteers, parents, carers, visitors and contractors, are expected to act in a way that protects children from harm and models safe, healthy and appropriate behaviour. Anyone who has a concern that a child may be at risk must report this to the designated safeguarding lead or deputy without delay.

Pupils and staff will:

- Act in accordance with this policy at all times.
- Engage in the school's anti-smoking curriculum, events and activities.
- Report incidents of smoking in and around the school premises to the headteacher.

Teachers will educate pupils about the risks of smoking and why they should avoid it.

[E-cigarettes on the premises](#) [E-cigarettes on the premises](#)

For the purpose of the policy, the process of using an e-cigarette is defined as vaping.

Although e-cigarettes are not covered by the Health Act 2006, the school will adopt a fully smoke-free environment, and will recognise that the use of e-cigarettes, whilst safer for health than cigarettes, still pose some hazards, particularly for those with asthma and respiratory conditions who may be affected by the vapour.

The school will also recognise that e-cigarettes may create a nuisance for others in the production of vapour, particularly for non-users.

The school will not consider the use of e-cigarettes to be professional behaviour and, therefore, individuals are not permitted to use e-cigarettes in the presence of others, particularly pupils, whilst on the premises.

The school will not allow vaping breaks at any times during the school day. If an individual wishes to use their e-cigarette, they are only permitted to do so during arranged break times, e.g. lunch time, and in accordance with the principles outlined above. Only contractors, visitors and staff are permitted to leave the school premises during their break times to use e-cigarettes.

Staff, visitors and contractors are prohibited from purchasing e-cigarettes for pupils and any other individuals under the age of 18 at the school, e.g. visitors.

#### [Smoking on the premises](#) [Smoking on the premises](#)

Smoking is prohibited on the school premises at all times; there are no designated areas available on the school premises for smoking.

Staff, contractors, visitors and pupils are not permitted to smoke within a **one-mile** radius of the school premises during school hours; this is to reduce the risk of pupils, parents and other members of the school community witnessing the individual smoking, which may affect professional etiquette.

Any individual who is witnessed smoking on the premises, or within a **one-mile** radius during school hours, will be subject to disciplinary sanctions.

The school will not allow smoking breaks at any times during the school day. If an individual wishes to smoke, they will only be permitted to do so during arranged break times away from the school premises and out of sight of pupils. Only contractors, visitors and staff will be permitted to leave the school premises during their break times to smoke.

It is illegal for any individual under the age of 18 to smoke. Any pupil witnessed using cigarettes in and around the school premises, or whilst wearing school uniform, will face disciplinary action.

In accordance with the school's Child Protection and Safeguarding Policy, staff, visitors and contractors will be strictly prohibited from purchasing cigarettes for pupils and any other individuals under the age of 18.

Everyone will be informed of the fire risks associated with smoking and will be encouraged to read the school's Fire Safety Policy.

Staff members will be made aware of the dangers of passive smoking to those around them and will ensure that where they must smoke, this is done as far away from the school site as reasonably possible.

All areas of the school premises, including outdoor areas, are designated smoke-free environments and, as such, all individuals will be prohibited from smoking anywhere on the premises.

#### Smoking or vaping in vehicles Smoking or vaping in vehicles

Smoking or vaping will not be permitted at any time in vehicles being used on behalf of the school, e.g. school minibuses, where car mileage allowance is being claimed, and at times when pupils are present in the vehicle.

Smoking or vaping will not be permitted in any personal vehicles on the school premises or within a **one-mile** radius. Any individual witnessed smoking or vaping in personal vehicles, or in vehicles used on behalf of the school, will be subject to disciplinary action as outlined in the 'Disciplinary sanctions' section of this policy.

#### Disciplinary sanctions Disciplinary sanctions

If a member of staff breaches any of the guidelines in this policy, they will be subject to disciplinary action in accordance with the Staff Code of Conduct.

Staff will also be subject to a penalty fine and possible criminal prosecution if their actions deem this necessary.

Visitors and contractors who breach the guidelines in this policy will be asked to leave the premises. Refusal to comply with this request will result in the school contacting the police if necessary.

Pupils will be classed as smoking or vaping if:

- They are seen smoking or vaping.
- They are seen with a cigarette or e-cigarette in their hand.
- They are found to have cigarettes or an e-cigarette in their possession.

Pupils caught smoking or vaping will receive a disciplinary sanction immediately in accordance with the school's Behaviour Policy and will be reported to the headteacher.

The headteacher or a senior leader will contact the pupil's parents or carers by telephone as soon as possible to inform them of the incident. Parents or carers will be invited into school for a meeting to discuss the concern, consider any safeguarding or wellbeing needs, agree appropriate support, and reinforce the importance of keeping all children safe. A written record of the conversation, meeting and agreed actions will be kept in line with the school's safeguarding and behaviour procedures.

If pupils are continually caught smoking or vaping, their parents will be invited to another meeting with the headteacher and if necessary, further disciplinary sanctions will be imposed on the pupil in accordance with the Behaviour Policy.

Pupils may face suspension or exclusion if they are consistently in breach of this policy and the school's Suspension and Exclusion Policy, or if they are repeatedly putting others' safety at risk.

Where there are concerns linked to smoking or vaping around the school site, staff will respond in a calm, proportionate and safeguarding-aware way. For a primary school, this will usually involve speaking sensitively with the adult concerned, reminding them of the policy, considering any immediate risk to children, and recording or escalating concerns where behaviour is repeated, unsafe or causes concern for a child's welfare. Where there are concerns linked to smoking or vaping around the school site, staff will respond in a calm, proportionate and safeguarding-aware way. For a primary school, this will usually involve speaking sensitively with the adult concerned, reminding them of the policy, considering any immediate risk to children, and recording or escalating concerns where behaviour is repeated, unsafe or causes concern for a child's welfare.

Parents, carers, visitors and contractors will be expected not to smoke or vape anywhere on the school site, at the school gates, in areas where children are waiting or passing, or during school events and trips. This supports children's physical health, reduces exposure to second-hand smoke and vapour, and helps maintain a safe and positive environment for all pupils.

If an adult refuses to comply with the smoke-free and vape-free expectations, or if their behaviour presents a safeguarding, health and safety or site security concern, the matter will be managed in line with the school's safeguarding procedures, visitor procedures, staff code of conduct or parent conduct expectations, as appropriate. The headteacher or senior leader may ask the adult to leave the premises and may seek further advice or support where necessary.

The school will keep a clear written record of repeated or significant incidents involving smoking or vaping on or around the school site, particularly where there is a safeguarding concern, a breach by a member of staff, a concern involving a visitor or contractor, or an incident witnessed by children. Records will be stored and shared in line with safeguarding and data protection procedures.

## Support

The school will aim to implement effective, supportive procedures for members of the school community who want to quit smoking, and improve the health of both smokers and non-smokers.

If an employee wishes to stop smoking, they will be able to request a meeting with the school nurse to discuss what help is available.

The school will regularly educate pupils about the effects of smoking, both through the requirements of the national curriculum, and through additional sessions, e.g. PSHE lessons and assemblies.

Pupils will be encouraged to seek help from the school nurse if they:

- Would like further information about the effects of smoking.

- Would like to quit smoking.
- Would like to know more about additional methods of support.

#### Monitoring and reviewMonitoring and review

This policy will be reviewed annually by the headteacher and governing board, or sooner if there are changes to statutory guidance, legislation, safeguarding expectations, DfE guidance, local procedures or school safeguarding practice. The next scheduled review date for this policy is 1 September 2027.

Any changes made to this policy will be communicated to all members of staff, and pupils if necessary.

All staff, visitors and contractors will be required to familiarise themselves with this policy as part of their induction periods, or upon their attendance at the school.