

Three Counties Academy Trust



Smoke-Free Policy

#ST4

Last amended 13th February 2026 (v1.1)

Subject to annual amendment. To be reviewed in full no later than February 12th 2027

Version history

Date	Version	Details	Actioned by	PDF to Websites	Word to Governor Hub
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Common abbreviations and acronyms

AA	Admissions Authority	GPA	Government Procurement Arrangement
AAI	Adrenaline Auto-Injector (Epi Pen)	HASH	Herefordshire Association of Secondary Heads
ACM	Asbestos Containing Materials	HBV	Honour Based Violence
AFH	Academies Financial Handbook	HR	Human Resources
AHT	Assistant Headteacher	H&S	Health and Safety
AIR	Attendance Intervention Reviews	HoS	Head of School
APIs	Application Programme Interfaces	HSE	Health and Safety Executive
BAME	Black, Asian and Minority Ethnic Backgrounds	ICO	Information Commissioners Office
BCP	Business Continuity Plan	IHP	Individual Healthcare Plan
BFR	Budget Forecast Return	IRMS	Information and Records Management Society
CAMHS	Child and Adolescent Mental Health Services	IWF	Internet Watch Foundation
CEO	Chief Executive Officer	KCSIE	Keeping Children Safe in Education
CFO	Chief Financial Officer	KS1/2/3/4	Key Stage 1/2/3/4
CIF	Condition Improvement Fund	LAC	Looked After Child
CIN	Child in Need	LADO	Local Authority Designated Officer
CLA	Children Looked After	LGB	Local Governing Body
CMIE	Child Missing in Education	LLC	Low-Level Concerns

COO	Chief Operating Officer	LSA	Learning Support Assistants
COSHH	Control and Substances Hazardous to Health	MASH	Multi-Agency Safeguarding Hub
CP	Child Protection	MAT	Multi-Academy Trust
CPD	Continuing Professional Development	MFA	Multi-Factor Authentication
CSCS	Children's Social Care Services	MFL	Modern Foreign Language
CSE	Child Sexual Exploitation	NCSC's	National Cyber Security Centres
CTIRU	Counter-Terrorism Internet Referral Unit	NPQEL	National Professional Qualification in Executive Leadership
CWD	Children with Disabilities	PA	Persistent Absence
DBS	Disclosure and Barring Service	PAN	Published Admission Number
DDSL	Deputy Designated Safeguarding Lead	PECR	Privacy and Electronic Communications Regulations
DfE	Department for Education	PEP	Personal Education Plan
DHT	Deputy Headteacher	PEEP	Personal Emergency Evacuation Plan
DSE	Display Screen Equipment	PEx	Permanent Exclusion
DSL	Designated Safeguarding Lead	PLAC	Previously Looked After Child
DPO	Data Protection Officer	PP	Pupil Premium
EAL	English as an Additional Language	PSHE	Personal, Social and Health Education
ECT	Early Career Teacher	PSED	Public Sector Equality Duty

EHA	Early Help Assessment	PTFA	Parent, Teacher and Friends Association
EHCNA	Education, Health and Care Needs Assessment	RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
EHCP	Education, Health and Care Plan	RHE	Relationships and Health Education
EHE	Elective Home Education	RSHE	Relationships, Sex and Health Education
ELSA	Emotional, Literacy and Support Assistant	SALT	Speech and Language Therapist
ESFA	Education and Skills Funding Agency	SARC	Sexual Assault Referral Centre
EVC	Educational Visit Coordinator	SBM	School Business Manager
EWO	Education Welfare and Safeguarding Support Officer	SCCs	Standard Contractual Clauses
EYFS	Early Years Foundation Stage	SDQ	Strengths and Difficulties Questionnaire
FBV	Fundamental British Values	SEMH	Social, Emotional, and Mental Health
FGM	Female Genital Mutilation	SENCO	Special Educational Needs Coordinator
FOI	Freedom of Information	SEND	Special Educational Needs and Disabilities
FSM	Free School Meals	SLA's	Service Level Agreements
FTS	Find a Tender Service	STEM	Science, Technology, Engineering and Maths
GAG	General Annual Grant	TA	Teaching Assistant
GDPR	General Data Protection Regulation	TCAT	Three Counties Academy Trust
GIAS	Get Information about Schools	VSH	Virtual School Headteacher

Statement of intent

Three Counties Academy Trust (TCAT) 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 people within close proximity.

Through this policy, we aim to:

- Create a smoke-free environment for all those within the TCAT community, including staff, volunteers, 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, TCAT premises

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

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

NB. Where the term “parent” or “parents” is used this includes those who act as carers or have parental responsibility.

1. Legal framework

This policy has due regard to all relevant legislation and statutory and non-statutory guidance including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Health Act 2006
- Children and Young Persons (Protection from Tobacco) Act 1991
- Nicotine Inhaling Products (Age of Sale and Proxy Purchasing) Regulations 2015
- Equality Act 2010
- Public Health England (2016) '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'

Where legislation has been passed or updated during the shelf life of this policy, we will always apply the latest version available irrespective of the version quoted here.

This policy operates in conjunction with the following policies:

- Behaviour Policy
- Suspension and Exclusion Policy (GN18)
- Disciplinary Policy and Procedure (HR3)
- MAT Fire Safety Policy (HS11)
- Child Protection and Safeguarding Policy and Procedures (SG1)
- Staff Drug and Alcohol Policy (SG30)

Central TCAT policies have the policy number identified, e.g. "SG1". Where no policy number is identified this indicates the policy is a school specific policy available from an individual TCAT school's website.

2. Roles and responsibilities

The Trust Board will be responsible for:

- Holding the Executive Headteacher/CEO accountable for the implementation of this policy
- Reviewing any serious incidents associated with smoking

The Executive Headteacher/CEO will:

- Be responsible for the overall implementation of this policy
- Ensure that all staff act in accordance with this policy
- Determine disciplinary measures for those who do not follow this policy

Headteachers/Heads of School will:

- Be responsible for the overall implementation of this policy in their school
- Ensure that all staff act in accordance with this policy
- Implement and approve ways to teach pupils about the risks associated with smoking
- Determine and implement disciplinary measures for those who do not follow this policy
- 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

Staff will:

- Educate pupils about the risks of smoking and why they should avoid it

Pupils and staff will:

- Act in accordance with this policy at all times
- Engage in TCAT's anti-smoking curriculum, events, and activities
- Report incidents of smoking in and around TCAT premises to their Headteacher/Head of School

3. 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, TCAT 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. Therefore, the use of e-cigarettes for the purpose of vaping on TCAT premises is prohibited.

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

With regards to staff, visitors and parents, TCAT will not consider the use of e-cigarettes to be professional behaviour and, therefore, individuals are not permitted to use e-cigarettes whilst on TCAT premises.

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

Vaping will not be permitted in any personal vehicles on TCAT premises during working hours.

Any individual witnessed vaping in personal vehicles as outlined above, or in vehicles used on behalf of TCAT, will be subject to disciplinary action as outlined in the disciplinary sanctions section of this policy.

TCAT does not allow vaping breaks at any times during the working 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 TCAT 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 attending a TCAT school, e.g., visitors.

4. Smoking on the premises

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

Staff, contractors, visitors, and pupils are not permitted to smoke within a 1 mile radius of any TCAT premises during working hours; this is to reduce the risk of pupils, parents and other members of the TCAT and school community witnessing the individual smoking, which may affect professional etiquette, for example pupils witnessing a staff member smoking on their way home in the immediate vicinity of a TCAT site.

Any employee or contractor witnessed smoking on the premises, or within a 1-mile radius during school hours, is subject to disciplinary sanctions.

Smoking is not permitted at any time in vehicles being used on behalf of TCAT, e.g. minibuses, whether or not pupils are present, or car mileage allowance is being claimed, as smoke fumes may linger in the vehicle and affect the health of other passengers.

Smoking is not permitted in any personal vehicles on TCAT premises or within a 1-mile radius.

Any employee or contractor witnessed smoking in personal vehicles as outlined above, or in vehicles used on behalf of TCAT, will be subject to disciplinary action as outlined in the disciplinary sanctions section of this policy.

TCAT will not allow smoking breaks at any times during the working day. If an individual wishes to smoke, they will only be permitted to do so during arranged break times away from TCAT premises and out of sight of pupils.

Only contractors, visitors and staff will be permitted to leave TCAT premises during their break times to smoke, and observing stipulations as cited above.

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

In accordance with TCAT's Child Protection and Safeguarding Policy and Procedures, 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 TCAT's MAT Fire Safety Policy.

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

5. 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 Disciplinary Policy and Procedure.

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 TCAT 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 or with the means to do so, for example carrying cigarettes, tobacco, lighters, matches, rolling papers and filters/roaches, e-liquids, refillable vapes and vape tanks and e-cigarettes, will receive a disciplinary sanction immediately in accordance with the school Behaviour Policy and will be reported to the Headteacher/Head of School.

For pupils caught smoking at our primary settings, the Headteacher or Head of School will contact parents and determine an appropriate sanction. TCAT will adopt a graduated approach to secondary age pupils caught smoking or vaping as follows:

Offence	Sanction	Parental Contact	Confiscation Disposal	Support Offered
1 st	Loss of Break/Lunch 1 week and Monitoring Report	✓	C	✓
2 nd	1 hour after school detention	✓	D	✓
3 rd	1 day Suspension Lite and Monitoring Report	✓	D	✓

4 th	2 days Suspension Lite and Monitoring Report	✓	D	✓
5 th	Suspension (duration to be decided by Executive Headteacher/CEO or Headteacher), Parental in-school Meeting arranged.	✓	D	✓

On the 1st offence parents will be contacted and confiscated items returned to the parents unless parents request disposal. For any further offences, the items will be disposed of safely and will not be returned.

The Headteacher/Head of School or a member of SLT will notify the pupil's parents of any incident and the disciplinary sanctions as set out above will be imposed on the pupil. Except for the 5th offence when the pupils will be notified by the Executive Headteacher/CEO or Headteacher. Any refusal to comply will be dealt with as a separate incident under the Behaviour Policy and sanctioned accordingly.

The pupil will attend a meeting with pastoral staff for health advice and potential referral to external support services as soon as possible. This offer of support will be made at each instance of need.

If pupils are continuously caught smoking or vaping, their parents will be invited to a meeting with the Headteacher/Head of School, and if necessary, further disciplinary sanctions will be imposed on the pupil in accordance with the Behaviour Policy.

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

6. Support

TCAT will aim to implement effective, supportive procedures for members of TCAT and our 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 Headteacher/Head of School to discuss what help is available or be signposted to services beneficial to them as they pursue withdrawal.

TCAT 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 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 review

This policy will be reviewed in line with the published schedule at the front of this document and at any point material changes require it by the Executive Headteacher/CEO in collaboration with the Board appointed Trustee, the Trust Board and Executive and Senior Leadership.

Any changes made to the policy will be amended by the Executive Headteacher/CEO and will be communicated to Executive Leaders, the TCAT Central Team and to Headteachers/Heads of School, who, in turn, will alert school-based staff.

The next scheduled review date for this policy is 12th February 2027.

Signed by:

_____ Executive Headteacher/CEO

Date: _____

_____ Board appointed Trustee

Date: _____