



## Putnoe Woods Preschool No Smoking Policy and Procedures

### Introduction

Smoking and second-hand smoking has been shown to cause cancers, heart and respiratory diseases and have a negative effective on those who suffer with asthma. Smoking is the single most preventative cause of premature death and ill health within our society and Putnoe Woods believe it is their responsibility to promote a no smoking policy and give everybody the right to breathe in clean air and avoid the dangers of second-hand smoke.

Putnoe Woods is committed to creating a safe and healthy environment for all children and their families, staff and visitors we take seriously our duty to promote children and young people's wellbeing and their spiritual, moral, social and cultural development.

#### Smoking and Vaping

*3.57. Providers must not allow smoking in or on the premises when children are present or about to be present. Staff should not vape or use e-cigarettes when children are present and providers should consider Public Health England advice on their use in public places and workplaces*

#### *The Early Years Foundation Stage 2023*

As an employer it is also the duty of Putnoe Woods to ensure the health and safety of their employees under the Health and Safety at Work Act 1974.

### Putnoe Woods No Smoking Procedures

Putnoe Woods takes seriously our duty to promote children and young people's wellbeing and their spiritual, moral, social and cultural development. To achieve and implement our commitments it is essential that all staff and visitors to Putnoe Woods adhere to the following:

- 1.1 Smoking is banned from the entire building
- 1.2 Smoking is banned from the outdoor play area
- 1.3 Smoking is banned form the immediate proximity of Putnoe Woods building including exit and entrance area and bike shed
- 1.4 Early Years Educators are not permitted to smoke whilst in charge of children, including when on outings
- 1.5 We also request that parents accompanying nursery children on outings refrain from smoking while caring for the children



- 1.6 There are NO designated smoking areas provided within/the school buildings or grounds.
- 1.7 The Smoke Free Policy applies to all events / activities held in the Putnoe Woods including before and after school sessions, any meetings organised which are attended by school employees as part of their work and/or visitors to such meetings/events.
- 1.8 Smokers, during breaks, are allowed to smoke in Open space away from the Putnoe Woods building. Any person found to be smoking on the premises will be asked to leave the premises.
- 1.9 If staff choose to smoke during breaks they are asked to change into their own clothing
- 1.10 The Employee Handbook clearly stipulates a No Smoking Policy on Putnoe Woods site at all times
- 1.11 A Breach of this policy will be considered as a disciplinary offence for all staff of Putnoe Woods
- 1.12 It is the responsibility of all the members of staff to implement the policy and to make visitors, volunteers, contractors and parents aware of the content
- 1.13 Ensure No Smoking forms part of the contractual terms and conditions for parents
- 1.14 Ensure appropriate and adequate signage is displayed around Putnoe Woods

The Management Team will ensure that through appropriate and regular communication:

- 1.15 Staff will have the knowledge and understanding of policies, procedures and agreed practice to support the implementation of the Smoke Free Policy
- 1.16 Ensure that Putnoe Woods Smoke Free Policy is applied when children / young people are taken off site
- 1.17 Precedence will be given to the wishes of non-smokers not to be exposed to second hand smoke
- 1.18 Staff must remember it is essential that staff are positive role models to children and promote a healthy lifestyle

This policy also applies to the use of electronic cigarettes.

We respect that smoking is a personal choice, although as an organisation we support healthy lifestyles. Putnoe Woods will create and support a clean, safe and healthy environment for all those who may enter, in the best interests of individual health and wellbeing.

**This policy is in compliance with the Data Protection Act 2018**

# Putnoe Woods Preschool



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**Putnoe Woods is committed to safeguarding and promoting the welfare of children and young people, employees, students, volunteers, trustees and parents and expects all staff and volunteers to share this commitment.**

Date of Policy: September 2014	Created By: Jo Skelton	
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Review Date	Reviewer	Amendments
September 2015		
September 2016		

Review Date	Reviewer	Amendments	Policy signed off on behalf of the Board of Trustees
January 2019			
November 2019	Nikki Adams Jo Skelton	New email address	
November 2022	Jo Skelton	Updated EYFS 2021	
December 2022	Nikki Adams	GDPR changed to data protection	
September 2023	Jo Skelton	Ref to EYFS 2023	