

# Smoke Free policy

Henry David Learning

Woodfield School



**August 2025 – August 2026**

## **Aims**

Woodfield School regards itself as a health-promoting organisation and as such seeks to:

- Protect the staff, pupils, community and visitors from the harmful effects of tobacco smoke and vaping
- Provide a healthy environment for employees and pupils
- Acknowledge the educational role of the organisation in promoting healthy lifestyles and discouraging young people from starting smoking
- Help smokers of cigarettes and vaping to quit
- Promote a positive approach to anti-smoking and anti-vaping as an organisation.

## **Introduction**

Woodfield School has been designated a non-smoking/non-vaping site. This policy identifies how Woodfield School will continue to maintain a vape and smoke-free environment for the benefit of pupils, staff, visitors, parents and carers as well as members of the local community.

For the purposes of this policy, smoking is defined as any tobacco-based product or e-cigarettes and vaping.

Woodfield School will continue to encourage and support pupils to not smoke at any time on the school site or outside the school premises.

Where there has been suspicion of vaping in an area of the school, school staff may periodically check pupils' clothing for vapes before they use the toilet.

## **Policy Strategy**

The school is designated a non-smoking and non-vaping site and everyone involved with the school community is expected to adhere to this Smoke-Free policy. These groups include:

- Employees
- Pupils
- Parents/carers
- Volunteers
- Visitors
- Contractors

In accordance with the School's Smoke-free policy, the following will apply:

### **Pupils**

- Pupils are not allowed to smoke or vape at school or whilst engaged in any off-site activity connected with the school
- Pupils should not smoke or vape whilst travelling to and from the school or in the vicinity of the school. Vicinity is described as in sight of the school.

### **Staff**

- Staff are recognised as role models and as such are required not to smoke in sight of pupils during school business. This includes visits, trips, school fixtures etc.
- Staff should not smoke or vape within the immediate vicinity of the school at any time

### **Visitors, Contractors**

The Smoke-free Policy applies to all visitors to the school;

- supply or temporary staff, members of the public using the school facilities and contractors
- Such users should not smoke or vape within the immediate vicinity of the school at any time

### **Parents and Carers**

It will be requested that parents and carers adhere to the Smoke-free Policy and refrain from smoking or vaping on the school grounds or in the vicinity of the school.

## **Events**

The school's Smoke-Free Policy applies to all social events/hirers of the school's rooms and facilities. Where events are booked by outside agencies, all parties are to be made aware of the school's Smoke-Free Policy.

## **Pupils Who Fail to Adhere to this Policy**

- Any pupil found smoking or vaping on the school campus, in the vicinity of the school or on an off-site visit linked to the school, will have a letter sent home to their parent/carer to inform them of the issue and to provide support in quitting smoking, and be sanctioned with the loss of some social time scheduled the next day
- If a pupil is suspected of smoking or vaping, we use a school's power to request to search pupils' possessions and outer clothing should a suspicion be reported. This will always be conducted in pairs and a record of the search will be logged and parental contact made. A follow-up dialogue will take place a few days after the search, so the young person is aware of why we have taken this action.
- If a pupil is caught repeatedly smoking or vaping on the school campus, in the vicinity of the school or on an off-site visit linked to the school they may receive one or more of the following sanctions depending on the circumstances:
  - Loss of break/lunch privileges
  - Community service
  - In extreme circumstances suspension may be considered. This will be logged as a drug and alcohol related incident.

## **Communication of the Policy**

- Parents are to be made aware of any changes to the school's Smoke-Free Policy through letters home
- New staff will be informed through induction of the school's policy
- The policy will be available on the school website to inform all prospective parents, staff, pupils and visitors
- Information will be shared with pupils in tutor time
- Staff members will inform visitors as appropriate
- Clearly worded signs will be located at key positions to inform visitors

## **Links to other policies**

Positive Behaviour Policy