



# Smoke-Free Policy

- *Approval by the Board of Governors: JUNE 2022*
- *The implementation of this policy will be monitored by: Senior Leadership Team*
- *This policy will be reviewed every four years*

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## **PURPOSE**

The aim of this policy is to protect all employees, pupils, parents and visitors from exposure to second-hand smoke and to comply with the Smoking (Northern Ireland) Order 2006, which is enforced by District Councils.

## **POLICY**

It is the policy of Ballycastle High School that our campus, buildings and vehicles are smoke-free and all staff, pupils, contractors and visitors have a right to a smoke-free environment. The policy shall come into effect on 30<sup>th</sup> April 2007 and be reviewed on a regular basis by the Senior Management Team.

## **PREMISES**

Smoking including use e-cigarettes or vapes, is prohibited throughout the whole school campus with no exceptions.

## **VEHICLES**

All school vehicles will be smoke-free at all times. Any member of staff using their car in connection with school activities (including giving a lift to a staff colleague or pupil to a meeting or other event) should not smoke/vape for the duration of the journey.

### **PRINCIPAL'S DUTIES**

- To display statutory No Smoking Signs at all main entrances to school buildings as required by legislation.
- To ensure staff, pupils, contractors and visitors do not smoke while on school premises.
- To investigate complaints regarding staff, pupils, contractors and visitors smoking.
- To inform staff, pupils, contractors and visitors on this policy.
- To ensure that written record of any incidents of smoking and how they were dealt with are kept.

### **STAFF DUTIES**

- To ensure that they or others do not interfere with 'no smoking' signs.
- To comply with the Smoke-Free Policy.
- To ensure that parents, pupils, contractors and visitors do not smoke in smoke-free places and vehicles.
- To report incidents of smoking.
- To refrain from smoking if using their own vehicle to transport pupils in connection with school activities.

### **PARENTS', PUPILS', CONTRACTORS', AND OTHER VISITORS' DUTIES**

- Parents, pupils, contractors and visitors are not permitted to smoke while on school premises or school vehicles.
- Parents using their own vehicles for school purposes e.g. transporting pupils to a sporting event are asked not to smoke/vape for the duration of the journey.

### **HELP FOR THOSE WHO SMOKE.**

This policy is not intended to stop people smoking but to regulate where they smoke and how it affects others. To help smokers adjust to the changes occurring they should contact the smokers helpline on 0808 812 8008 who can advise of local support services.

**ENFORCEMENT OF THIS POLICY**

Failure to comply with this policy will be dealt with through the school's disciplinary procedures. Visitors or members of the public who breach the policy will be asked to stop smoking and will be asked to leave the premises if they fail to comply with this request.

All breaches of this policy will be recorded in writing by the school.

Be aware that, in addition to action taken under this policy, the district councils may take legal action against individuals who smoke in smoke-free places or vehicles.