



The Aylesbury Vale Academy

Success Beyond Belief

A Church of England Academy

NON-SMOKING POLICY

SEPTEMBER 2009

VISION:

That every young person graduates from Aylesbury Vale Academy as citizens of an international community where they have the mobility borne from their outlook, qualifications, skills and experience to be **successful beyond belief**. Improved outcomes will relate to Every Child Matters.

GUIDING PRINCIPLES: WE ADOPT THE CHRISTIAN VALUES OF:

- Honesty
- Respect
- Compassion
- Love
- Forgiveness
- Self-discipline
- Creativity
- Hope

OBJECTIVES:

1. To ensure that all staff and students live healthy lifestyles.
2. Monitor the developments of interventions to promote healthy lifestyles.
3. Ensure regular monitoring of students found smoking on or off the Academy premises.
4. Ensure regular monitoring of staff or visitors found smoking on the Academy premises and those not complying to the rules of the designated smoking area.
5. Evaluate the outcomes of regular intervention rounds performed by the Academy.

MONITORING (via Governors' Management Committee):

1. Throughout the academic year the committee will ask to see a full range of data relating to incidents of staff and students caught smoking on or outside the Academy premises.
2. The chair of the committee will ask to see a range of intervention plans.
3. The committee will be provided with the findings of the most recent interventions and statistics relating to exclusions/disciplinary sanctions etc.
4. Visit the Academy to follow lines of enquiry as a result of the committee meeting (adhering to the protocol for governor visits).

REVIEWING

The Governing Body is responsible for reviewing its policies and the Principal is responsible for reporting on the implementation of the policy.

1. Has the policy been successfully implemented?
2. Has the policy had the intended impact in the Academy and on the young people?
3. Are the current objectives to remain the same and do they support other policies and development priorities?

NOMINATED MEMBER OF STAFF:

HEAD OF COLLEGE

INTRODUCTION

The Aylesbury Vale Academy recognises the legal requirements placed upon it by the Health Act 2006 and its general duty of care to all premises users and responsibilities to students under Every Child Matters. Collectively, these require the Academy to implement a policy on smoking which not only protects the rights of all non-smokers to work and study in a non-smoking environment, but to also be proactive and take positive steps in encouraging and assisting smokers to cease and others to avoid beginning a smoking habit.

The Aylesbury Vale Academy also recognises that in implementing and enforcing any policy on smoking it will do so in a manner which still acknowledges the personal dignity of all, including those who choose to smoke, enlisting the co-operation of staff, students and casual premises users in adhering to the policy.

As an educational institution, The Aylesbury Vale Academy also recognises the additional responsibility of raising awareness of all health issues associated with smoking and of establishing within its own community the fundamental premise that smoke-free is the norm.

POLICY STATEMENT

The Aylesbury Vale Academy is committed to establishing a smoke-free environment across its premises in order to safeguard the health of its employees, students, all other visitors to premises and users of its facilities. By this policy, it is committed to fully comply with the Health Act 2006 (and regulations made under the Act).

In order to achieve this, smoking will be prohibited in workplaces and enclosed public places (which are either enclosed or substantially enclosed as defined by legislation). This ban will also include vehicles owned or leased by the Academy or privately-owned vehicles whilst parked on Academy grounds.

All outdoor areas, specifically those which interfere with the right to enter or exit a smoke-free environment, shall be smoke-free.

In line with legislation the Aylesbury Vale Academy operates a no-smoking policy. Smoking is prohibited in all Academy buildings. You will not therefore be allowed to smoke at work.

IMPLEMENTATION

- This no smoking policy will apply to the entirety of the Academy community and include all employees, learners, contractors, users of the public operations, visitors and other casual premises users and will be in force at all times.
- During each Academic Year the Academy will:
 - run an awareness campaign
 - work with relevant outside health agencies to offer smoking cessation support and advice
 - facilitate a consultation with staff and student representatives on the delivery of this policy and make any consequent, reasonable adjustments which do not compromise the policy's ability to meet the letter and the spirit of the law
- The outside area to be designated for smokers' shall be no less than 100 metres away from the Academy premises.
- Signage will be prominent and comprehensive throughout Academy buildings, particularly at any point of entry from an outside area.

- signs will comply with the legal requirement by being a minimum of A5 in size and include the specific wording “NO SMOKING. It is against the law to smoke in these premises”. Lettering and signage shall be of a font, design and background colour which is not challenging to those with a sight or literacy related disability.
 - the conventional non-smoking symbol shall be attached to all internal doors.
- All student and employee inductions and health and safety (“housekeeping”) announcements at the start of external training sessions or conferences will clearly state the non-smoking requirement and identify the designated smoking areas.
- The Student Planner and all other similar course or departmental manuals given out to students will contain a message stating the non-smoking policy.

ENFORCEMENT

- It is clearly understood by the Academy that the comprehensive implementation of a smoking ban and non-smoking policy is only realistically achievable with the collective co-operation of all members of the Academy community. All should accept the responsibility to politely challenge those who breach the policy, whilst those who are smokers should accept the constraints placed on their smoking habit.
- In particular, Academy employees should accept that anyone who knowingly permits smoking in any areas, other than those designated, is compromising the Academy’s collective legal duty and places the corporation at risk of breaching the law, with consequential financial penalties (of up to £500 for each offence).
- In the interests of parity, fairness and equality, employees who require time to smoke can only do so within the normal time allocated for breaks. Any changes to these arrangements, such as a shortened lunch break to allow other short breaks, must be arranged by discussion with the relevant line manager. All such arrangements should be recorded in writing, with copies going to both parties.
- Failure by staff or students to comply with this policy will result in disciplinary action being taken under the relevant disciplinary procedures.
- In the event of the policy being breached by users of the Academy premises and facilities (other than staff and students), the following procedure is advised:
 - In a polite manner, draw attention to any non-smoking signs and remind them of the no smoking policy.
 - Remind them that breaking the non-smoking ban is an offence.
 - Explain that by permitting anyone to smoke in a non-smoking public place, the Academy itself is also seen as committing an offence.
 - If the person refuses, the matter should be drawn to the attention of a member of the Academy management or Academy security staff.
 - If the request by the second member of staff is also refused, then the Academy reserves the right to ask the person to leave the premises.
 - In all situations involving requests for people to comply with the ban, confrontation is always to be avoided. The assistance of the police should be called if any threats are made or threatening behaviour experienced.

HELP TO STOP SMOKING AND HEALTH EDUCATION

- The Academy recognises its duty, and the responsibility associated with a non-smoking policy, of assisting and supporting those who smoke in encouraging them to break the habit. However, it intends to do this by adopting differing approaches for staff and students.
- Staff

- The Academy will acquire literature produced by the local Primary Care Trust and arrange for them to be distributed and displayed.
- On an annual basis, it will conduct a smokefree campaign specifically designed for staff and make arrangements for the relevant health agency to offer a “cessation clinic” on Academy premises.
- When confirming an offer of employment, information on how to make contact with “stop smoking services” will be a standard feature in the content of the letter.
- Students
 - Student Services will display and be fully stocked with all appropriate literature drawing attention to the addictive nature and the negative health effects associated with smoking (including passive smoking).
 - The Student Advisers will also support and facilitate contact with health agencies for any student wishing to give up smoking.
 - Events such as “Health Days” will include invitations to health agencies concerned with smoking.
 - The Academy drugs policy will be reviewed to explicitly identify and incorporate tobacco, tobacco-based products and smoking.
 - In particular, the designated outdoor smoking area will conspicuously feature anti-smoking slogans and invitations to assist anyone wishing to give up.

REVIEW

APPROVED	September 2009		
REVIEW DATE	August 2010		
SIGNED PRINCIPAL		PRINT NAME	
SIGNED CHAIR OF GOVERNORS		PRINT NAME	

This policy will be reviewed after the first full term of operation (August 2010), including consultation with staff and students.

Thereafter, it will be reviewed on an annual basis in keeping with the quality assurance cycle of policy review.