



Education & Youth

Whole School Smoke-free Premises Policy

Model Policy for all secondary school provision including specialist school and pupil referral unit (PRU). This policy sets out the approach to Smoke-free premises in Flintshire.

Areas highlighted in grey require personalisation / further detail

To be completed by Education & Youth:

Original policy developed by	Learning Advisor – Health, Wellbeing & Safeguarding
Date Original policy issued to Flintshire schools	September 2023
Date of last amendment	
Version	1
Date adopted by Education & Youth SMT	September 2023
Date of next review	September 2025

To be completed by the school:

School	St David's High School
Date policy approved by Governing body	This policy was approved by the School's Governing Body on: October 1 st 2023.
Review frequency	
Review date	Add here
Chair of Governors Declaration	Sign here
Headteacher Declaration	Sign here

Accessible Formats This document is available in English and Welsh in Microsoft Word and pdf formats in Arial font size 12 as standard. Other accessible formats including large print, Braille, BSL DVD, easy-read, audio and electronic formats, and other languages can

be made available upon request. To request a copy of this document in an accessible format contact St. David's.

1. Overview & Introduction

1.1 St David's is a Smoke-free school. This policy prohibits smoking, including the use of e-cigarettes or other tobacco products on any part of the school's premises, associated school grounds or school vehicles. There are no designated smoking areas within the school buildings or grounds.

This Smoke-free policy applies to all events/activities held in St David's school. This policy applies to everyone using the school premises or vehicles and all vehicles used on school business to transport school staff or learners. This also includes before or after school meetings / training / events which are attended by school employees as part of their work and/or visitors to such meetings/events.

No Smoking signs must be displayed in a prominent position at, or near entrances to Smoke-free premises and grounds.

For the purposes of this Smoke-free policy, e-cigarettes shall be classed in the same manner as smoking. This includes prohibiting the use of e-cigarettes in all school buildings, grounds and vehicles.

St David's school is part of the ASH Wales Smoke-free School Gates initiative and smoking and vaping at the school gates is actively discouraged. *(Please register to be part of Smoke-free School Gates here: <https://ash.wales/campaign/smokefree-school-gates/>)*

All staff and governors at St. David's school are responsible for supporting a Smoke-free premises; monitoring compliance with the policy and acting on concerns arising from smoking behaviours.

Smoking on school grounds can result in a fixed penalty fine of £100.

When smoking cessation is required, persons will be signposted to the national smoking cessation service, Help Me Quit (HMQ). Contact HMQ by phone – 0800 085 2219 or via the HMQ website – www.helpmequit.wales

1.2 Legislative Context

This policy has been developed with reference to the following legislation:

- The Smoke-free Premises and Vehicles (Wales) Regulations (2020)
- Smoke-free Premises etc., (Wales) Regulations (2007)
- NICE Guidance PH23, Smoking Prevention in Schools (2010)
- Welsh Government: Guidance for Substance Misuse Education (2013)
- Curriculum and Assessment (Wales) Act (2020) / Curriculum for Wales Guidance

The Smoke-free Premises etc. (Wales) Regulations 2007 were introduced to protect people from the harmful effects of second-hand smoke by banning smoking in 'enclosed' or 'substantially enclosed' public places, including workplaces and vehicles. The Regulations were amended in 2015 to require cars carrying children to be Smoke-free.

The 2007 Regulations were replaced by the Smoke-free Premises and Vehicles (Wales) Regulations 2020, made under the Public Health (Wales) Act 2017. The Act re-stated the existing restrictions on smoking. It also extended the smoking ban to outdoor childcare settings, school grounds*, public playgrounds, and hospital grounds. This came into force on 1 March 2021 and it is now illegal to smoke on school grounds.

*School grounds are defined as *'those that are not enclosed or substantially enclosed and are used exclusively or mainly, by the school for education, sporting or recreational purposes'* in 'Smoke-free law: Guidance on changes from March 2021'

Smoking is the main cause of premature death in Wales. The regulations have been introduced to reduce second-hand smoke, prevent smoking-related diseases, de-normalise smoking and save lives. The Welsh Government's ambition is for Wales to be Smoke-free by 2030 achieving a smoking prevalence rate in adults of 5% or less over the next eight years. A prevalence of 5% is understood to be the threshold at which the tobacco smoking epidemic would become unsustainable. This is identified in the Tobacco Control Strategy for Wales 2022: <https://gov.wales/tobacco-control-strategy-wales>

1.3 Related Policies

In addition to this Smoke-free policy, there are other policies that also have relevance which St David's school will monitor to ensure there is consistency and coherence in the way we effectively safeguard our learners. Examples of other relevant school policies include:

- Safeguarding Policy
- Substance Misuse Policy
- Behaviour Policy
- Challenging Bullying Policy
- Health and Safety Policy
- Planning and approval procedures for Educational Visits
- Disciplinary policy
- Staff Code of Conduct
- Complaints Policy

1.4 Policy Development

Staff, governors, learners, parents/carers and members of the wider school community including outside agencies St. David's, have been consulted in the development of this policy and practice in relation to smoking and vaping.

1.5 Dissemination

This Smoke-free policy is widely publicised to staff, learners and the whole-school community at St David's school, including contractors, other workers and visitors.

The Smoke-free policy should be referenced as part of staff appointments, contracts, staff induction, staff handbook, prospectus, and the school website. It should also be included in contracts for those hiring the use of the school premises.

2. Aims and Objectives

2.1 The Aims of the Smoke-free policy are:

- to provide a smoke and vape-free environment, protecting the right of learners, staff, parents and visitors to not be exposed to second-hand smoke.
- to improve the health of the whole school community
- to contribute towards the de-normalisation of smoking and vaping amongst children and young people
- to adopt and support education and interventions that aim to prevent the uptake of smoking amongst the learners, staff, parents/carers, contractors and members of the wider community.

2.2. The Objectives of the Smoke-free policy are:

- to comply with Chapter 1 of Part 3 of the Public Health (Wales) Act 2017 and the Smoke-free Premises and Vehicles (Wales) Regulations 2020.
- to ensure 'No Smoking signs' are displayed in a prominent position at, or near each entrance to any Smoke-free premises and grounds so everyone is aware.
- to educate the whole school community on the benefits of being Smoke-free and the risks associated with smoking & second-hand smoke.
- to reduce smoking-related litter on the school grounds and around school gates.
- to meet the Welsh Network of Healthy Schools Schemes criteria for Substance Use and Misuse.

3. Rationale

Smoking is associated with a wide variety of diseases and is the largest single cause of avoidable early death in Wales. Exposure to second-hand smoke (smoke from other people's cigarettes) can also have a negative impact on health.

All members of our school community have the right to work and learn in a Smoke-free environment. Smoke-free school grounds support smoking prevention, cessation and the ongoing reduction in the number of people smoking in Wales. It aims to reduce children and

young people's exposure to smoking; de-normalises the behaviour; reduces their likelihood of taking smoking up and supports ex-smokers to remain Smoke-free.

The 2022 School Health Research Network (SHRN) report for Flintshire shows that the number of young people reporting smoking at least weekly is 4% which is 1% higher than the national average of 3%. This peaks for learners in years 10 at 8% and year 11 at 10%, both 3% above the national average of 7% in these year groups.

In Flintshire schools 2% of learners on average reported that they smoke less than once a week, which is the same as the national average. This is highest in year 10 at 3% (which is above the national average of 2%) and year 11 at 4% (which is the same as the national average).

On average 24% of learners in schools in Flintshire have reported in the SHRN survey having tried e-cigarettes, which is 4% higher than the national average. This is highest among students in year 10 at 32% (2% higher than the national average) and year 11 at 49% (8% higher than the national average of 41%).

The majority of smokers start as teenagers. The earlier a person starts smoking, the more likely they are to continue, and the greater the risk to their health. Educating all learners around the dangers of smoking and vaping provides them with information and skills to make informed decisions about their health behaviours.

A whole-school Smoke-free policy; adult and peer led smoking prevention interventions; and staff training and development, are all included in the National Institute for Health and Care Excellence (NICE) recommendations for smoking prevention in schools.

E-cigarettes are included in this policy because:

- there are no benefits to children and young people using e-cigarettes.
- they may normalise smoking for those who have never smoked and influence their uptake of similar behaviours.
- young people who have not previously smoked cigarettes may try e-cigarettes or be influenced by adults vaping
- mixed messages around e-cigarettes and their various flavours may attract young people to using them
- they do not provide recognised health benefits while introducing negative consequences including undermining the enforcement of the Smoke-free policy. Smoke-free School Grounds, **Smoke-free School Gates*** and a lack of visibly smoking / vaping school staff, visitors and parents / carers, provides a healthy environment and positive role models for learners. This contributes to the development of a health-promoting school and learners' healthy behaviours.

**If registered for Smoke free School Gates*

4. Roles and Responsibilities

4.1 Responsibilities of the Headteacher

The person who controls or is concerned with the management of the school grounds must take reasonable steps to stop a person who is smoking there from smoking. The implementation of this policy is used to support this responsibility. The Headteacher will:

- work with the governing body to ensure compliance with this policy, and keep them informed of provision, issues and progress around smoking
- allocate responsibility to a designated staff member for a whole school approach to being a Smoke-free school
- ensure records of incidents are maintained and reviewed
- ensure there is adequate training and resources for all staff involved in the delivery of this policy
- share intelligence with relevant partners including Flintshire County Council Trading Standards about illicit tobacco
- manage any media interest or enquiries regarding tobacco / e cigarettes and refer these to the Councils Corporate Communications team.

4.2 Responsibilities of the governing body

The governing body will:

- ensure that St David's school complies with Welsh Government legislation
- involve families, learners, health and other professionals to ensure that smoking is addressed within the curriculum, which meets the needs of learners and reflects local issues and trends.
- ensure that there is regular evaluation of provision and policy
- be involved in disciplinary proceedings as and when required.

4.3 Responsibilities of the designated staff member for a whole school approach to being a Smoke-free school

The designated staff member will:

- ensure that there is a quality whole school, skills based and age-appropriate Smoke-free education programme in place
- consult with learners about what they need or would like to learn
- formulate the programme of study and liaise with colleagues to ensure provision across the whole school
- monitor and evaluate the programme of study
- liaise with outside agencies and coordinate their involvement with Smoke-free education
- ensure services are signposted accordingly.

4.4 Responsibilities of all Staff

All staff at St. David's school will:

- support a Smoke-free school by familiarising themselves with the contents of this policy
- refrain from smoking in view of pupils during school hours (or just before/after) even if they are not on the school site, in order not to portray smoking as acceptable and particularly since they may be viewed as role models by learners.
- report illicit tobacco intelligence to the headteacher
- follow safeguarding procedures for learners involved in smoking/ tobacco related incidents
- remain present at all times when outside agencies deliver educational sessions with learners
- are supported & are authorised to ask others including non-employees to adhere to the policy.
- not report incidents and/ or issues concerning tobacco use to the local press or media generally.

4.5 Outside Agencies

Whilst the responsibility for organising and delivering the curriculum rests with the school, there may be times when an external contributor can add value and bring additional experience. The School Nurse alongside Flintshire Sorted and Flintshire Integrated Youth Provision may provide support, advice and signposting to the school community on smoking related issues and will emphasise the Smoke-free message and culture of the school in all aspects of work carried out.

Any outside agency will:

- be familiar with St David's school Smoke-free policy when planning and delivering sessions at the school
- Adhere to the Smoke-free policy.

4.6 Parents & Carers

Parents and carers will:

- respect the Smoke-free policy and not smoke or vape on school grounds
- not smoke at entrances and exits to school site whilst delivering or collecting their child to avoid portraying smoking as acceptable to children and young people
- not smoke in a vehicle carrying a child (person under the age of 18 years old). This is in line with current legislation.
- feel empowered to access non-judgemental & free support offered through the school
- support their child to adhere to the Smoke-free policy

- feel encouraged and supported to be actively involved in their child's Smoke-free education

5. Providing a Smoke-free Environment

5.1 School Premises

- Smoking is not permitted on any part of the school's premises and associated school grounds *or in the buildings including toilets, corridors, staff rooms, car parks and playing field*. There are no designated smoking areas within the school buildings or grounds.
- The Smoke-free requirements will not apply to a dwelling that is within a school grounds. For example, the garden of a caretaker's house within the school grounds would not be required to be Smoke-free.
- This school is part of the **Smoke-free School Gates initiative** and smoking and vaping at the school gates is actively discouraged.
- Providing a smoke-free environment will reduce smoking related litter in and around the school premises.
- Statutory No Smoking signage will be displayed in school areas to create a positive visual message which supports a Smoke-free working and learning environment.
- Posters are displayed for parents/carers, staff and visitors to see and help support those who are thinking about a quit attempt.
- The school will support smoking staff to quit by displaying the Help Me Quit helpline number in the staffroom (0800 0852219) <https://www.helpmequit.wales/>

5.2 Visits

- The Smoke-free policy applies to all events/activities held in the school, including before or after school sessions which are attended by school employees as part of their work and/or visitors to such meetings/events.
- This policy applies when learners are taken off site for any reason, e.g. school excursions.

5.3 Transport

- This policy applies to everyone using the school premises or vehicles and all vehicles used on school business to transport school staff or learners.
- It is against the law to smoke in a vehicle that is used wholly or mainly for work purposes or carries learners or members of the public. 'No smoking' signs are required to be displayed.
- Smoking is not permitted in any school vehicle, nor is it permitted in any commercial vehicle transporting learners on school journeys/ educational trips in accordance with the legislation

- Staff are not permitted to smoke or vape in their own vehicles when carrying passengers on behalf of the school and are reminded that it is illegal to smoke in a car with a person under the age of 18 present.

6. Curriculum

At St. David's

we are committed to creating a Smoke-free and vape-free environment while developing learners' knowledge, attitudes and skills in decision making around smoking. We will ensure that Smoke-free education is part of a broad and balanced health and well-being curriculum.

A range of age-appropriate methodologies will be used to deliver Smoke-free education with the aim to prevent the uptake of smoking. Education will include equipping learners with the knowledge and practical skills to make informed positive health choices in relation to smoking. *Personalise here how you will deliver this in your school in line with CfW alongside PSE Framework.*

6.1 Curriculum for Wales 2022

Below, the What Matters Statements & Progression Steps within the Health & Well-being Area of Learning and Experience are identified where they link to Substance Misuse:

Statement of What Matters: Developing physical health and well-being has lifelong benefits	
Progression Step 1:	I am beginning to recognise some of the behaviours, conditions and situations that affect my physical health and well-being and I am beginning to know how to respond and get help.
Progression Step 2:	I can recognise some of the behaviours, conditions and situations that affect my physical health and well-being, and I know how to respond and get help in a safe way.
Progression Step 3:	I can describe the behaviours, conditions and situations that affect my physical health and well-being, and I know how to respond to and/or manage these in order to actively reduce the risk of harm to myself.
Progression Step 4:	I can explain the behaviours, conditions and situations that affect my physical health and well-being and, through my actions, I can respond to and/or manage these in order to actively reduce the risk of harm to myself and to others.
Progression Step 5:	I can apply my knowledge of the behaviours, conditions and situations that affect my physical health and well-being, to keep myself and others safe. I can safely intervene, using learnt techniques, when others' physical health is at risk.

What are the range of experiences and activities that can support learners to enjoy lifelong physical activity and care for themselves and others?

Learners should be supported to develop positive behaviours in their wider physical health and well-being. This could relate to a range of factors, including diet, **substances**, hygiene, infection, the physical environment, sleep and rest. Settings, schools and practitioners should consider what experiences will support learners to understand how these factors can influence their health and well-being, develop the skills to support healthy behaviours relating to these factors, and the confidence and motivation to support those behaviours for life.

Statement of What Matters: Our decision-making impacts on the quality of our lives and the lives of others

Progression Step 1:	I have an understanding that things can be safe or unsafe.
Progression Step 2:	I can identify and assess risks.
Progression Step 3:	<p>I can make considered decisions, taking into account available information, including past experiences.</p> <p>I can recognise that some decisions I make will have a long-term impact on my life and the lives of others.</p> <p>I can understand that decisions can be made individually and collectively, and that they can be influenced by a range of factors.</p>
Progression Step 4:	<p>I can research, examine and evaluate a range of evidence to make considered and informed decisions.</p> <p>I can consider relevant factors and implications when making decisions individually and collectively.</p>
Progression Step 5:	I can critically evaluate factors and implications, including risks, when making decisions individually and collectively.

6.2 Personal & Social Education Framework (PSE)

Smoke-free education forms part of Substance Misuse Education in line with the PSE Framework. A balanced approach is taken to develop learners' knowledge, skills and understanding.

Below For Secondaries delivering both CfW and PSE**

The Key Stage 3 PSE programme provides opportunities for learners to:

- Display a responsible attitude towards keeping the mind and body safe and healthy
- Develop positive attitudes towards themselves and others
- Understand the effects of and risks from the use of a range of legal and illegal substances and the laws governing their use
- Understand the benefits of accessing different sources of information, support and advice.

The Key Stage 4 PSE programme provides opportunities for learners to:

- Accept personal responsibility for keeping the mind and body safe and healthy
- Understand the short- and long-term consequences when making decisions about personal health
- Understand the personal, social and legal consequences of the use of legal and illegal substances
- How to access professional health advice and personal support with confidence.

The Post 16 programme provides opportunities for learners to:

- Accept responsibility for all aspects of personal and social development and well-being
- Act as a role model for younger students
- Understand how to critically evaluate personal lifestyle choices and consider the short and long term consequences of such decisions.
- Understand the need to exercise responsibility for personal and group safety in social settings.

6.3 Curriculum Resources

Add any additional information here regarding resources which are used at your school to support smoking and vaping education. For useful resources to support smoking and vaping education refer to Appendix 3.

6.4 Monitoring and review

The Health & Wellbeing Lead will ensure that a planned and co-ordinated programme of Smoke-free education is in place which is evaluated as part of the Health & Wellbeing / PSE provision. Lesson content, outside agency input, and use of resources will be evaluated by both staff and learners.

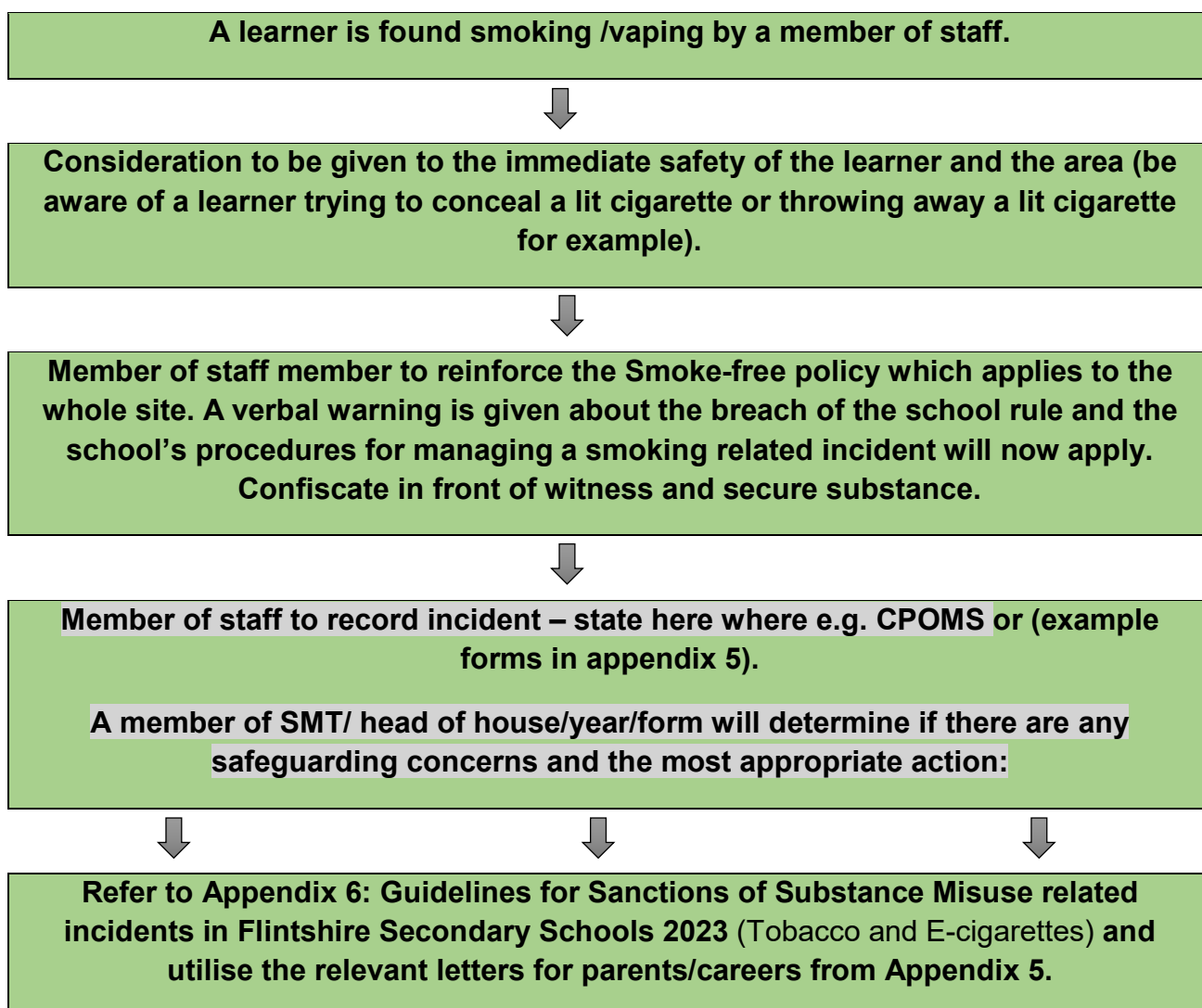
7. Procedures

7.1 Guidance for managing a smoking incident

The following procedures will apply when there is non-compliance with the Smoke-free policy. The flowchart identifies key principles to inform a response to a smoking incident which is consistent with the ethos of St. David's school.

The school's Behaviour policy (learners) and Disciplinary policy (staff) will be applied in conjunction with this policy as necessary.

The response to a smoking incident should be proportionate, balancing the needs of the individual with those of the wider school community. The aim should be to provide learners with opportunities to learn from their mistakes, develop as individuals and re-engage with the learning process to fulfil their potential. Learners will be offered the same opportunities for support as those using any other type of substance (refer to Substance Misuse policy).



The response will depend on the type and degree of risk, with some situations will require **immediate action**, for example:

Supplying	Action
Illegal tobacco is being supplied on, or near premises to underage learners	<ul style="list-style-type: none">• Report to SMT• Contact School Police Officer (SPO)• Report to Trading Standards

7.2 Confiscating

Where tobacco / e-cigarette is found or recovered within the confines of the school OR if a member of staff wishes to confiscate tobacco or e cigarettes they will:

- Confiscate the tobacco / vape and place in a bag
- Ensure that the seizure is witnessed in corroboration with another member of staff
- Ensure tobacco / vape is disposed of appropriately in consultation with SPO.

For Searching Learners please refer to the School Crime Beat Protocol:

https://schoolbeat.cymru/uploads/media/WPSP_School_Crime_Beat_Protocol_ENG_wpsp_scbp_20211119_rev1.pdf

7.3 Police Involvement

The school will contact the dedicated School Police Officer (SPOs) and /or the Neighbourhood Beat Officers (NBOs) for advice if required. The SPO will have a good knowledge of and be able to provide a direct link to other specialist police departments where necessary. If the situation is an emergency, then a 999 call will be made.

7.4 Recording of Incidents

At St. David's School, accurate factual records of all tobacco related incidents are recorded using Appendix 4 **Record of Substance Related Incident template** (optional /delete as appropriate). Learner records on CPOMS are updated accordingly. *Note anywhere else Incidents are recorded in your school here.*

7.5 Out of School Procedures

St.David's school has no role in dealing with tobacco /vaping incidents outside of school hours and premises other than on school trips. On educational trips, including residential, the school Smoke-free policy will apply.

7.6 Safeguarding

At ApSt David's all staff follow the Wales Safeguarding Procedures 2022. Teachers and professionals cannot offer unconditional confidentiality to learners which includes smoking education delivery and /or smoking related incidents; therefore, boundaries of confidentiality are made clear to learners from the outset.

7.7 Smoking Incidents Involving Staff

Persistent or wilful refusal to comply with the school's Smoke-free Policy will be dealt with under the school's Disciplinary Policy. The staff member will be offered support to help quit smoking and signposting to appropriate support.

7.8 Contractors, visitors and other users of the school site

- Contractors and users of the school site will be informed of the school's Smoke-free policy when making arrangements to carry out work or use the school site.
- Contractors, visitors and users of the school site will be discouraged from smoking at exits and entrances to the school grounds, especially in view of learners, in order not to undermine the school's Smoke-free policy or to portray smoking as acceptable.
- Smoking inside work vehicles on site is not permitted.
- Breaches of the school's Smoke-free policy by contractors will be reported to the relevant company.
- Staff are authorised to ask non-employees who breach the policy to adhere to the policy. Where a non-employee is / or appears to be involved in a tobacco related incident they may be asked to leave the premises immediately and reported to the relevant agency if appropriate. In cases where physical violence/intimidation is threatened/encountered, assistance of the police will be sought.

7.9 Sharing Intelligence

Any information in relation to illicit or counterfeit tobacco or information pertaining to dealing in the community, will be reported to the Police, Flintshire Trading Standards and / or Flintshire Sorted accordingly.

8. Sources of Support

Help Me Quit (*for learners, staff or parents / carers*)

Help Me Quit is a single brand for NHS stop smoking services in Wales and offers free smoking cessation support to everybody in Wales. They have a bilingual website with information on all NHS stop smoking services in Wales and a contact centre team that provides smokers with access to all NHS stop smoking services making it easier for smokers to choose the best NHS stop smoking support for them in their local area.

What support is available? Support is available in:

- Meetings with other smokers (the best way to stop smoking)
- One to one appointments. These may be face-to-face or over the telephone*
- Community venues
- Hospitals
- Pharmacies
- Telephone support is available across Wales. Ask a member of the Help Me Quit contact centre team for more information.

For more information about Help Me Quit: Website: <https://www.helpmequit.wales/>

Email: helpmequit@wales.nhs.uk Phone: 0800 085 2219

Pharmacy Smoking Cessation Service (*for learners, staff or parents / carers*)

A number of pharmacies across Flintshire offer a free 12-week smoking cessation service where there is a pharmacist licensed to offer level 3 smoking cessation support. The services includes assessment, supply and monitoring of appropriate smoking cessation therapy. The service will be provided to any person aged 18 years or older and may be provided to any person aged between 12 and 17 years provided that the approved service provider undertakes an assessment of their competence, and on completing that assessment considers them to be competent to consent to treatment.

General Practitioner (GP) (*for learners, staff or parents / carers*)

GP's can offer advice and support on giving up smoking and can talk through all the health benefits of quitting. A GP can refer to Help Me Quit and explain the different Nicotine Replacement Therapy (NRT) products that are available.

Flintshire Sorted (*for learners*)

Flintshire Sorted Young People's Drug and Alcohol Team is part of the Integrated Youth Provision and sits within the Education and Youth portfolio of Flintshire County Council. Flintshire Sorted provide a comprehensive service to children and young people and aim to

minimise the risk of drug and alcohol related harm to individuals, families and the community.

Flintshire Sorted incorporate prevention work within schools and the community, as well as targeted work for those young people at increased risk of misusing substances. Flintshire Sorted offers consultation and guidance to young people, parents and professionals and will deliver bespoke training packages on request.

For advice, support or referrals contact: 01352 703490 Email: sorted@flintshire.gov.uk

Occupational Health (*for staff*)

Carefirst is the Council's Employee Assistance Programme (EAP) provider, will provide emotional and practical support for issues at home or in work. The services are available online, and via a Freephone number 24 hours a day, 365 days of the year. Phone Number: 0800 174319

Find out more by following this link to Care first <https://carefirst-lifestyle.co.uk/> you will require a username and password.

9. Equality and Diversity

St David's school recognises socio-economic inequalities exist in smoking, and through this policy will provide a Smoke-free setting and support a Smoke-free lifestyle for all learners.

As an employer and provider of services St David's will not unlawfully discriminate on grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, or on the grounds of Welsh Language.

All learners, their parents and carers, volunteers, staff and school governors are valued and will be treated with dignity and respect. St. David's School will not tolerate any form of discrimination, harassment or victimisation.

In order to make sensitive and well-informed professional judgments about a learner's needs and a parent's capacity to respond to their child's needs, it is important that school staff are sensitive to differing family patterns, and lifestyles and to child rearing patterns that vary across different racial, ethnic and cultural groups.

We will work across our school community to ensure our commitment to equality and fairness is shared and take steps to ensure that our school is accessible, welcoming and inclusive.

10. Monitoring, Evaluation and Review

The headteacher and governing body have ultimate responsibility for the implementation of the Smoke-free policy. Incidents will be monitored at regular intervals by SMT and governors: specific issues will be discussed at staff meetings as appropriate.

Opportunities will be provided which will enable learners to participate and evaluate what they have learnt according to their age, needs and ability.

Parents will be invited to feedback their ideas for improvements on a regular basis both verbally and through questionnaires.

The school caretaker/staff will be encouraged to monitor and record evidence of cigarette litter for example; where on school site, frequency and quantity.

Illicit tobacco includes counterfeit tobacco i.e., fake brands and products that are illegally imported evading the payment of UK duty. Any cigarette packages that are found in school, which are not in plain packaging will be reported to Flintshire County Council Trading Standards regarding concerns of illicit tobacco use in school. The school will also report if known, where the young person has got the illicit tobacco from.

11. References

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Social Care Wales (2022) Wales Safeguarding Procedures accessed on 25/08/22
<https://safeguarding.wales/>

12. Appendices

Appendix 1 – Learner Friendly Smoke-free Policy template

Appendix 2 – Staff Training Providers

Appendix 3 – Smoking Education Resources for Schools

Appendix 4 – School Record of Substance Misuse Related Incident

Appendix 5 – Template letters for Parent / Carers x4

Appendix 6 – Guidelines for Sanctions of Substance Misuse related incidents in Flintshire Secondary Schools 2023 (Tobacco and E-cigarettes)

Learner Friendly Smoke-free Policy

Please use this information to shape the creation of your Whole School Smoke-free policy. Learners might decide not to use this written format and, would rather be creative and use alternative platforms to share these messages with their peers. Examples might include, posters, mind-maps, poems or use of video etc.

- St. David's is a Smoke-free school. This includes e-cigarettes.
- No-one can smoke inside the building, on the school yard or in any of our vehicles. This is the law.
- This is a rule for everyone at our school, all the time.
- This rule exists because smoking is harmful to the health of smokers and for other people around them
- There are No Smoking signs up in school to make sure everyone is aware not to smoke in our school or on our grounds.
- If you see someone smoking or vaping in school, report to a member of staff. It is their responsibility to make sure the school stays Smoke-free.
- If a learner is found smoking in school, their parent/carer will be told about it in most cases.
- Learners at our school study how to stay Smoke-free and why this is important.
- Learners, parents, carers, and staff who do smoke are offered free help to stop smoking.
- Learners will need to consider how best to share the contents of this policy with the whole school community.
- *Personalise - Link to UNCRC (articles relevant below...)*

Article 6 (life, survival and development) Every child has the right to life. Governments must do all they can to ensure that children survive and develop to their full potential.

Article 12 (respect for the views of the child) Every child has the right to express their views, feelings and wishes in all matters affecting them, and to have their views considered and taken seriously. This right applies at all times, for example during immigration proceedings, housing decisions or the child's day-to-day home life.

Article 24 (health and health services) Every child has the right to the best possible health. Governments must provide good quality health care, clean water, nutritious food, and a clean environment and education on health and well-being so that children can stay healthy. Richer countries must help poorer countries achieve this.

Staff Training Providers

Making Every Contact Count (MECC)

MECC is an approach to behaviour change that utilises the millions of day-to-day interactions that organisations and individuals have with other people to support them in making positive changes to their physical and mental health and wellbeing.

MECC Level 1 E-learning

- Interactive E-learning tool.
- Designed to support you make the most of every appropriate opportunity to talk to people about improving their health and wellbeing.
- It will equip you with the skills and knowledge you need to have effective health behaviour change conversations.
- Available in Welsh and English.
- Duration: 30 minutes.

Available to public sector workers/independent health practitioners via website:

<https://mecc.publichealthnetwork.cymru/en/e-learning/>

National Centre for Smoking Cessation Training (NCSCT)



The NCSCT offers a range of e-learning resources and access to free online training in Wales on smoking cessation. The online training includes information on the following areas:

- Very Brief Advice on smoking
- Very Brief Advice on second-hand smoke
- Stop smoking medications
-

Link to e-learning: <https://elearning.ncsct.co.uk/wales>

Smoking Education Resources for Schools

Resource	Link	Summary	Language	Cost
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<p>Public Health Wales</p> <p>Health and Well-being A Guide to Working with Young People</p>	<p>https://phw.nhs.wales/topics/health-and-wellbeing-a-guide-to-working-with-young-people/</p> <p>https://icc.gig.cymru/pynciau/iechyd-a-lles-canllaw-i-weithio-gyda-phobl-ifanc/</p>	<p>Health and wellbeing activities to help those working with young people to deliver a variety of health-related activities. Aimed towards learners 11+ years of age. The smoking section is on pages 155-180</p>	<p>Bilingual</p>	<p>No cost</p>
<p>Help Me Quit</p>	<p>http://www.helpmequit.wales/</p>	<p>Help Me Quit is a single brand for NHS stop smoking services in Wales. They have a bilingual website with information on all NHS stop smoking services in Wales and a contact centre team that provides smokers with access to all NHS stop smoking services making it easier for smokers to choose the best NHS stop smoking support for them in their local area. For more information about Help Me Quit email helpmequit@wales.nhs.uk, or phone: 0800 085 2219</p> <p>HMQ Bilingual Posters:</p> <p> HMQ - 4xMore likely (1) (002).pdf</p> <p> HMQ -4xMore likely (2) (002).pdf</p>	<p>Bilingual</p>	<p>No Cost</p>
<p>NHS Wales</p> <p>Health in Wales</p>	<p>http://www.wales.nhs.uk/getreadytogiveupnonosmokingday</p>	<p>The website provides information regarding 'No smoking Day' and also provides free support and advice from Stop Smoking Wales.</p>	<p>Bilingual</p>	<p>No Cost</p>

<p>Gwent Police School Beat</p>	<p>http://www.schoolbeat.org/en/</p>	<p>A bilingual site from the All Wales School Liaison Core Programme, providing information and resources for pupils, teachers, parents and partners to reinforce the key messages delivered by our School Community Police Officers in primary and secondary schools as well as alternative educational settings.</p>	<p>Bilingual</p>	<p>No Cost</p>
<p>Ash Wales Action on Smoking and Health Wales Cymru</p>	<p>https://ash.wales/</p>	<p>Ash Wales provide comprehensive support to organisations running smoking-related projects and campaigns; such as Smoke-free school gates and beaches.</p>	<p>Bilingual</p>	<p>No Cost</p>
<p>Keys to Smoking for Children aged 7-11 years</p>	<p>Hwb - Keys to Smoking. Hwb log in required</p>	<p>This resource offers some useful information and lesson overviews on smoking that concentrates on the positives of being Smoke-free rather than the negatives of smoking. Broad themes are covered rather than the details of smoking-related diseases</p>	<p>Bilingual</p>	<p>No Cost</p>
<p>Up in Smoke: A Secondary School resource</p>	<p>Hwb - Up In Smoke. Hwb log in required</p>	<p>This resource has some useful information and lessons designed to focus on smoking rather than smokers with an emphasis on the benefits of being Smoke-free rather than the negative effects.</p>	<p>Bilingual</p>	<p>No Cost</p>

<p>Dan 24/7</p> <p>Wales Drug and Alcohol Helpline</p>	<p>www.dan247.org.uk</p>	<p>Dan 24/7 is a free and confidential drugs helpline. The website provides free information on the risks of Drugs and Smoking. DAN 24/7 Helpline has access to many leaflets that they can send out, free of charge, to anyone living in Wales.</p>	<p>English</p>	<p>No Cost</p>
<p>Welsh Government</p> <p>No smoking information posters</p>	<p>https://gov.wales/sites/default/files/publications/2021-03/smoke-free-schools-poster_1.pdf</p>	<p>These may be displayed at exits from a building to a Smoke-free grounds</p> <p>These School Grounds are Smoke-free Poster</p>	<p>Bilingual</p>	<p>No cost</p>
<p>Welsh Government</p> <p>No Smoking sign for school grounds</p>	<p>https://gov.wales/sites/default/files/publications/2021-01/it-is-against-the-law-to-smoke-in-these-school-grounds-poster.pdf</p>	<p>Display this in school grounds.</p> <p>It is against the law to smoke in these school grounds fine £100</p>	<p>Bilingual</p>	<p>No cost</p>
<p>Public Health Wales</p> <p>JustB Programme</p>	<p>www.justbsmokefree.wales</p>	<p>The programme aim is to deliver a peer influence school based smoking prevention programme to enable young people to discuss the risks of smoking and the benefits of being Smoke-free. Build a community of young people that are knowledgably about the tactics of the tobacco industry and empowered to inform others. <i>Eligible schools only.</i></p>	<p>Bilingual</p>	<p>No Cost</p>

St. David's School Record of Substance Misuse Related Incident

ATTACH to SIMS / CPOMS where possible and on the Learner record

People Involved:

Learner Name(s)	Form class(es)	Repeat offence. Y / N
Witness Names	Other staff /agencies involved	

Type of Incident:

	<input checked="" type="checkbox"/>
Use of Tobacco / e-cigarettes on school premises	<input type="checkbox"/>
Smoking / e-cigarettes paraphernalia found on school premises	<input type="checkbox"/>
Learners or parents/carers misusing Tobacco /e-cigarettes on trip or transport	<input type="checkbox"/>
Learners or parents/carers selling or supplying Tobacco /e-cigarettes on school premises, trip or transport	<input type="checkbox"/>

Description of Incident:

Date:	Time:	Location:	Substance(s) involved:
Description of incident including description of any symptoms, what was seen or said, and actions taken.... (What young person has admitted to using and previous history of usage)			
First aid treatment given <input type="checkbox"/> Yes <input type="checkbox"/> No	By whom	What treatment was given	
Ambulance called <input type="checkbox"/> Yes <input type="checkbox"/> No	By whom	Time	
Were any substances handed over? <input type="checkbox"/> Yes <input type="checkbox"/> No	By whom	Description	Witness names

<p>Substance disposal</p> <p><input type="checkbox"/> Bin (cigarettes)</p> <p><input type="checkbox"/> Destroy (e cigarettes)</p> <p><input type="checkbox"/> Returned to parent/carer.</p>	<p>By whom</p>	<p>Date / time</p>	<p>Witness names/Signatures</p> <p>Police Signature</p>
<p>Have parent/carers been informed.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>By whom</p>	<p>Name of parent/carer</p>	<p>Date / time</p>
<p>Who else has been informed about the incident.</p>	<p><input type="checkbox"/> Police <input type="checkbox"/> DSP</p> <p><input type="checkbox"/> Headteacher <input type="checkbox"/> Flintshire Sorted</p> <p><input type="checkbox"/> Form Tutor <input type="checkbox"/> Other _____</p>		
<p>Learner removed from school</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Collected by</p>		<p>Time</p>

Form completed by: Name

Signature:

Date:

Template letter 1 (notification – first offence - usage)

Dear Parent / Carer of XXXXXX

Substance Misuse Related Incident

Your child has been involved in an incident of substance misuse on XXXXXXXX. This was a serious incident involving tobacco / e-cigarettes

Details of incident:

XXXXXXXX

XXXX school and Flintshire County Council view substance misuse very seriously. We felt that it was important that we inform you of this incident in a timely manner and remind you that St. David’s school is a Smoke-free site, including the use of e-cigarettes. Smoking and e-cigarettes/vapes are not permitted.

Your child has been issued with information about the negative effects of smoking / potential effects of e-cigarette use on their health and the smoking cessation services that are available to support efforts to give up smoking. Should you wish to discuss this any further you can contact the school nurse or ‘Help Me Quit’ on 0800 08502219; www.helpmequit.wales

If you have any further queries, please contact XXXXXX

Yours sincerely,

XXXXXX

Template Letter 2 (Detention – second offence usage /or first offence of supply)

Dear Parent / Carer of XXXXXX

Substance Misuse Related Incident

Your child has been involved in an incident of substance misuse on XXXXXXXX. This was a serious incident involving tobacco / e-cigarettes. St. David's school is a Smoke-free site and smoking / vaping is not permitted.

XXXXXXXX

Details of incident:

XXXX school and Flintshire County Council view substance misuse very seriously and as a result of this incident your child will be placed in detention.

Detention date: _____

We would request that you to attend a meeting to discuss the incident on:

Date: XXXX **Time:** XXXX **Location:** XXXX

Your child has been issued with information about the negative effects of smoking / potential effects of e-cigarette use on their health and the smoking cessation services that are available to support efforts to give up smoking. Should you wish to discuss this any further you can contact the school nurse or 'Help Me Quit' on 0800 08502219; www.helpmequit.wales

If you have any further queries, please contact XXXXXXXX

Yours sincerely,

XXXX

Template Letter 3 (internal exclusion – repeated offences of use /or second offence of supply)

Dear Parent / Carer of XXXXXX

Substance Misuse Related Incident

Your child has been involved in an incident of substance misuse on XXXXXXXX. This was a serious incident of substance misuse involving tobacco / e-cigarettes. St. David's school is a Smoke-free site and smoking / vaping is not permitted.

Details of incident:

XXXXXX

XXXX school and Flintshire County Council view substance misuse extremely seriously and upon review of this incident in line with the school's Disciplinary Procedures / Behaviour Policy your child has been given a period of internal exclusion.

Internal Exclusion date: XXX

We would request that you to attend a formal meeting to discuss the incident and support available on:

Date: XXXX **Time:** XXXX **Location:** XXXX

At the meeting we intend to discuss how to help support your child to manage any problems related to substance misuse and what the school and/or other services could offer to prevent any further incidents in the future.

Please confirm your attendance by contacting the school office by phone or email XXX

Your child has been issued with information about the negative effects of smoking / potential effects of e-cigarette use on their health and the smoking cessation services that are available to support efforts to give up smoking. Should you wish to discuss this any further you can contact the school nurse or 'Help Me Quit' on 0800 08502219; www.helpmequit.wales

If you have any further queries, please contact XXXXXX

Yours sincerely,

XXXX

Template Letter 4 (1-day fixed term exclusion – repeat offence of supply)

Dear Parent / Carer of XXXXXX

Substance Misuse Related Incident

Your child has been involved in an incident of substance misuse on XXXXXXXX. This was a serious incident of substance misuse involving tobacco / e-cigarettes. St. David's school is a Smoke-free site and smoking / vaping is not permitted.

Details of incident:

XXXXXX

XXXX school and Flintshire County Council view substance misuse extremely seriously and upon review of this incident in line with the school's Disciplinary Procedures / Behaviour Policy your child has been excluded for a fixed period of 1 day.

Exclusion date: XXX

Return to school on: XXX

We would request that you to attend a formal meeting to discuss the incident and support available on:

Date: XXXX **Time:** XXXX **Location:** XXXX

At the meeting we intend to discuss how to help support your child to manage any problems related to substance misuse and what the school and/or other services could offer to prevent any further incidents in the future.

Please confirm your attendance by contacting the school office by phone or email XXX

Your child has been issued with information about the negative effects of smoking / potential effects of e-cigarette use on their health and the smoking cessation services that are available to support efforts to give up smoking. Should you wish to discuss this any further you can contact the school nurse or 'Help Me Quit' on 0800 08502219; www.helpmequit.wales

If you have any further queries, please contact XXXXXX

Yours sincerely,

XXXX

Guidelines for Sanctions of Substance Misuse related incidents in Flintshire Secondary Schools 2023 (Tobacco and E-cigarettes)

The sanctions outlined below are guidelines for schools to use flexibly depending on the individual circumstances of the incident.

Substance	Offence	Sanction	Actions
Use of Tobacco / E-cigarettes	1st	Written letter home	<ul style="list-style-type: none"> • Confiscate substance in line with procedure • Send template letter 1 and literature about smoking or e-cigs and cessation services. • Offer cessation advice from the school nurse or make referral to http://www.helpmequit.wales/ • Education package for learner.
	2nd	Detention	<ul style="list-style-type: none"> • Confiscate substance in line with procedure • Send template letter 2 and literature about smoking or e-cigs and cessation services. • Offer cessation advice from the school nurse or make referral to http://www.helpmequit.wales/ • Education package for learner.
	Repeat	Period of internal exclusion	<ul style="list-style-type: none"> • Confiscate substance in line with procedure • Send template letter 3 and literature about smoking or e-cigs and cessation services. • Offer cessation advice from the school nurse or make referral to http://www.helpmequit.wales/ and Flintshire Sorted • Education package for learner. • Arrange a follow up meeting with learner, parent / carer, school rep, Flintshire Sorted, other partners e.g., Schools Police Officer (SPO)
Supplying Tobacco / E-cigarettes:	1st	Detention	<ul style="list-style-type: none"> • Confiscate substance in line with procedure • Send template letter 2 and literature about smoking or e-cigs and cessation services. • Offer cessation advice from the school nurse or make referral to http://www.helpmequit.wales/ and Flintshire Sorted • Education package for learner.

			<ul style="list-style-type: none"> • Arrange a follow up meeting with learner, parent / carer, school rep, Flintshire Sorted, other partners e.g., Schools Police Officer (SPO)
	2nd	Period of Internal exclusion	<ul style="list-style-type: none"> • Confiscate substance in line with procedure • Send template letter 3 and literature about smoking or e-cigs and cessation services. • Offer cessation advice from the school nurse or make referral to • http://www.helpmequit.wales/ and Flintshire Sorted • Education package for learner. • Arrange a follow up meeting with learner, parent / carer, school rep, Flintshire Sorted, other partners e.g., Schools Police Officer (SPO)
	Repeat	1-day fixed term exclusion	<ul style="list-style-type: none"> • Confiscate substance in line with procedure • Send template letter 4 and literature about smoking or e-cigs and cessation services. • Ensure the fixed term exclusion is coded under the 'S' Substances category on SIMS. • Offer cessation advice from the school nurse or make referral to http://www.helpmequit.wales/ • Education package for learner. • Arrange a follow up meeting with learner, parent / carer, school rep, Flintshire Sorted, other partners e.g., Schools Police Officer (SPO) • Ongoing work with Flintshire Sorted. • Reintegration meeting with learner and parent /carer