

# No Smoking Policy

June 2024

At Houghton & Wyton Pre-school Playgroup, we comply with health and safety regulations and the Safeguarding and Welfare Requirements of the Early Years Foundation Stage to ensure our setting is a smoke-free and vape-free environment, both indoors and outdoors. This policy is in place to protect the health and well-being of children, staff, parents, and visitors.

## Procedures:

- All staff, parents and volunteers are made aware of our No-smoking Policy.
- No-smoking signs are prominently displayed on the premises.
- Staff who smoke or vape do not do so during working hours unless on a break and off the premises.
- Staff who smoke or vape during their break must make every effort to minimise the odour and lingering effects of passive smoking for children and colleagues. They must also cover their uniform to do so.
- Staff, parents, and volunteers are encouraged to seek support to quit smoking or vaping if they wish.

## Enforcement:

- The Pre-school Manager is responsible for enforcing the No Smoking Policy.
- Non-compliance with the policy will result in disciplinary action, which may include verbal warnings, written warnings, or further consequences as per the staff disciplinary procedures.

## Legal framework:

- The Smoke-free (Premises and Enforcement) Regulations (2006)
- The Smoke-free (Signs) Regulations (2012)

## Review:

This policy will be reviewed annually or when there are changes in legislation or significant changes in the environment, operations, or personnel.

*This policy was adopted at a meeting of **HOUGHTON & WYTON PRE-SCHOOL PLAYGROUP***

*To be reviewed as required.*

*Signed on behalf of the Parent Management Committee:*



*Name of Signatory: **CLAIRE ANDERSON***

*Role of Signatory: **CHAIRPERSON***