

## SMOKE-FREE POLICY

Policy type	Recommended
Review period	Three Yearly
Last reviewed on	Autumn 2023 (amendments)
Next review due	Spring 2025
Approval level	Chief Operating Officer

Approved by (Name, date, signature)



Liz Keeble 27<sup>th</sup> September 2023

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# SMOKE-FREE POLICY

## Mission

We believe in investing in people. As professionals in the teaching and training professions, we strive to provide a better future for the children, young people and home settings we work with. Success for us means unleashing the potential of each individual so they can grow, develop and reach the potential of which they are capable. Our values are grounded in our determination to be the change we want to see in the world, through passion, commitment and integrity. We strive to plant a seed of kindness and compassion in a generation that will produce resilience and hope and enable them to aspire and achieve productive and fulfilled lives. Our success is measured in the lives we changed.

At the Omnia Foundation, we create a secure and safe environment that encourages communication, self-belief, mutual respect and success. We provide a rich and balanced curriculum that develops every child, allowing them to achieve their true potential.

## Aims of the policy:

- protect all staff and those visiting and working on-site at the foundation from the harmful effects of second-hand tobacco smoke;
- ensure that all parties have a clear understanding of their rights and responsibilities.
- ensure that the foundation complies with relevant legislation.

## This policy recognises

- 1) that the foundation has an obligation to provide strong role models for learners in terms of physical and emotional health and wellbeing.
- 2) that standards of provision in this regard for students subject to statutory care arrangements are stringent and that the foundation seeks to support a policy which educates our young people around the harmful effects of nicotine and the benefits of healthier lifestyle practices
- 3) that smoking near to the foundation site creates an image of the organisation that is not consistent with its values of promoting healthy life-style choices
- 4) that staff who choose to take regular smoking breaks outside of normal break times will spend less time engaged in the business of the organisation than their non-smoking colleagues and that this represents an imbalance which conflicts with the foundation's value of fairness
- 5) that smoking and second-hand smoke adversely affects the health of all employees and is therefore concerned about where people smoke and the effect this has on other employees and members of the public.

This policy has been created to ensure that the foundation complies with current legislation (see Appendix 1 for further detail of the legislation).

Smoking is prohibited on the entirety of foundation sites, with no exceptions, from 7am to 4pm.

Smokers are requested to smoke well away from foundation sites. This policy applies to all staff, students, consultants, contractors and visitors.

## Definition

The smokefree policy covers all types of burnt and smoked products including cigarettes, tobacco and non-tobacco cigarette products. This policy also applies to ecigarettes and vapour pipes.

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## Students

The foundation recognises that it has an obligation to educate students around the harmful effects of smoking, including the financial implications of such addictions, as well as other potentially addictive substances. We are committed to providing a comprehensive curriculum which addresses these issues on an ongoing basis. We believe that if we provide strong role models of healthy life choices then this will have a positive impact on the choices of our young people.

The foundation recognises that in a small number of cases, students may be addressing their smoking habits with other agencies and we fully support approaches to this without compromising our own position. In some circumstances, the Head of Foundation will give permission to a student to vape where the student is trying to change their habits. See Appendix II for the consent form.

## Visitors

Staff members are expected to inform temporary staff and visitors, including contractors and deliverers, of this policy. However they are not expected to enter into any confrontation that may put their personal safety at risk.

## Informing Staff of the Policy

Induction documentation and in-person sessions for new staff will refer to the smokefree policy and the reasons for it, and staff responsible for induction programmes are encouraged to refer to the smokefree policy. Signs will be placed at all entrances and at selected places within all buildings.

## Recruitment Procedures

Particulars of a vacancy will include reference to this policy.

## Non-Compliance

It is expected that all staff will comply with this policy. Any infringement of these rules by an employee may result in disciplinary action being taken against them. In the event of a breach of the policy by a student or visitor they should be asked to extinguish all smoking materials and be informed of the requirement to smoke outside of the foundation boundaries. If they continue to smoke, the matter should be referred to the appropriate line manager. If students refuse to comply with this policy, this would be considered under the remit of the foundation behaviour policy. Visitors will be asked to stop smoking and if they refuse to comply with this policy will be asked to leave the premises.

## Implementation

Responsibility for implementing and monitoring this policy rests with the Head of Foundation and the senior leadership team. All staff are obliged to adhere to and facilitate the implementation of the policy.

## Monitoring arrangements

This policy will be monitored regularly and reviewed every three years by the Chief Operating Officer with the Head of Foundation.

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## Appendix 1: Legislation informing this policy.

This policy has been created to ensure that the foundation complies with the following legislation:

### Health and Safety at Work Act 1974

Section 2(2) of this act places a duty on employers to ensure “the provision and maintenance of a working environment for his employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work”.

### Management of Health and Safety at Work Regulations 1999

These Regulations, under General Principles of Prevention, cover risk management, including avoiding risks, combating risks at source, replacing the dangerous with the non/less dangerous and giving collective protective measures priority over individual protective measures.

### Health Act 2006

From 1 July 2007, as a result of the Health Act 2006, virtually all enclosed public places and workplaces in England became smokefree.

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## Appendix II

### VAPE USAGE CONSENT FORM

As part of its Smoke/Vape Free Policy, Omnia Foundation recognises that it has an obligation to educate students around the harmful effects of smoking and vaping, including the financial implications of such addictions, as well as other potentially addictive substances.

The foundation is committed to providing a comprehensive curriculum which addresses these issues on an ongoing basis. We believe that if we provide strong role models of healthy life choices then this will have a positive impact on the choices of our young people.

The foundation recognises that in a small number of cases, a student may be addressing their smoking habits and completely abstaining may heighten anxiety and in effect have an impact on the student's ability to focus whilst on-site. During this transition, with consent from home settings, we may occasionally allow students to have access to their vape off the foundation premises at lunchtime.

*Vaping will not take place on the foundation site at any time and permission is at the discretion of the Head of Foundation.*

<b>Permission granted to (name of student)</b>	
<b>Signed responsible adult from the home setting</b>	
<b>Head of Foundation</b>	
<b>Date</b>	

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