

Whole School Smoke-Free Premises Policy



Whole School Smoke-Free Premises Policy 2024

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This document is also available in Welsh, and may be available in other formats on request.

Whole School Smoke-Free Premises Policy

To be completed by the school:

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Date Policy formally approved by Governing Body	April 2025
Date Policy becomes effective	April 2025
Review Date	April 2026
Signed (head teacher)	
Signed (chair of governing body)	
Information about this policy is available to parents/carers	
Well-being assessment completed and date	In process
Data protection impact assessment completed and date (if applicable)	/

To be completed by Denbighshire Education and Children's Services:

Policy developed by	education.audit@denbighshire.gov.uk
Date originally adopted & by whom	
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Well-being assessment completed and date	
Data protection impact assessment completed and date (if applicable)	

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Revisions since last version of policy

Point	Changes made

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1. Introduction

1.1 Christ the Word is a smoke-free school.

- 1.1.1 Smoking is not permitted in 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.
- 1.1.2 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.
- 1.1.3 This policy applies to everyone using the school premises or vehicles and all vehicles used on school business to transport school staff or learners.
- 1.1.4 No Smoking signs must be displayed in a prominent position at, or near entrances to smoke-free premises and grounds.
- 1.1.5 For the purposes of this Smoke-Free Policy, e-cigarettes and vaping shall be classed in the same manner as smoking. This includes prohibiting the use of e-cigarettes in all school buildings, grounds and vehicles. This includes e-cigarettes containing nicotine as well as those without nicotine.
- 1.1.6 School staff and governors are responsible for supporting a smoke-free school, monitoring compliance with the policy and acting on concerns arising from smoking behaviours.
- 1.1.7 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

2. Aims and objectives

2.1 Aims

- 2.1.1 To comply with Chapter 1 of Part 3 of the Public Health (Wales) Act 2017 (“the 2017 Act”) and the Smoke-free Premises and Vehicles (Wales) Regulations 2020 (“the 2020 Regulations”)
- 2.1.2 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. The legislation has a number of requirements for ‘No smoking’ signs which can be found

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here: - <https://gov.wales/smoke-free-law-guidance-changes-march-2021-html#section-58274>
<https://gov.wales/sites/default/files/publications/2021-01/it-is-against-the-law-to-smoke-in-these-school-grounds-poster.pdf>

- 2.1.3 To provide a smoke and vape-free environment for the whole school community, protecting the right of learners, staff, parents and visitors to not be exposed to second-hand smokeⁱ
- 2.1.4 To improve the health of the whole school community
- 2.1.5 To educate the whole school community on the benefits of being smoke-free and the risks associated with smoking & second-hand smoke
- 2.1.6 To reduce smoking-related litter on the school grounds and around school gates
- 2.1.7 To be a healthy role model within the local community
- 2.1.8 To contribute towards the de-normalisation of smoking amongst children and young people
- 2.1.9 To ensure a whole-school approach to smoking
- 2.1.10 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
- 2.1.11 To reduce the prevalence of smoking across the whole school community by signposting to Smoking Cessation Services

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3. Legal context

3.1 Christ the Word is a smoke-free school.

- 3.1.1 We take seriously our duty to promote the health of all who work, study and play here and no one is permitted to smoke in our school buildings and school grounds. As defined in the *Smoke-Free law: guidance on changes from March 2021* school grounds are those that are not enclosed or substantially enclosed and are used exclusively or mainly, by the school for education, sporting or recreational purposes. For additional clarity in regards to Smoke-Free School Grounds see:
<https://gov.wales/smoke-free-law-guidance-changes-march-2021-html#section-58274> ⁱⁱ
- 3.1.2 On the 2nd April 2007 the Smoke-free Premises etc. (Wales) Regulations (“the 2007 Regulations”) came into effect. These Regulations were introduced to save lives and prevent diseases caused by second-hand smoke. The Regulations were made using the powers in Chapter 1 of Part 1 of the Health Act 2006.
- 3.1.3 With the introduction of Chapter 1 of Part 3 of the Public Health (Wales) Act 2017 (“the 2017 Act”) and the Smoke-free Premises and Vehicles (Wales) Regulations 2020* (“the 2020 Regulations”) that came into force on 1 March 2021, it is now illegal to smoke on school grounds. 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.
- 3.1.4 *The above legislation ‘only covers smoking tobacco. It does not include e-cigarettes’. All references in this Smoke-Free Premises Policy relate to ‘the definition in the legislation which covers the smoking of cigarettes, pipes, cigars, herbal cigarettes and waterpipes (often known as hookah or shisha pipes) etc. Therefore, an individual will not be committing an offence if they were to use an e-cigarette (vape) in a setting that is required to be smoke-free. However, on a voluntary basis we have set these non-legislative requirements on e-cigarette use’. For the purposes of this Smoke-Free Policy, e-cigarettes shall be classed in the same manner as smoking of other materials in all cases. This includes prohibiting the use of e-cigarettes in all school buildings, grounds and vehicles, and includes those with and without nicotine.*

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- 3.1.5 If other substances are being smoked or used which fall outside of the above definition, then please refer to the Substance Use & Misuse Policy as deemed appropriate
- 3.1.6 It is illegal to sell nicotine-containing vaping devices to anyone under 18 or for adults to buy them on behalf of under-18s. Those selling or suspected of selling either nicotine vapes or tobacco products to under-18s can be reported anonymously to [‘No Ifs. No Butts.’](#)

4. Relevant Guidance and links to school policies

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

- 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
- Welsh Government: Personal and Social Education Framework and Science Curriculum (2008)
- [Welsh Government: Wales Safeguarding Procedures](#)
- Equality Act (2010)

4.2.1 This policy should not be seen in isolation as it has clear links with the following school policies: -

- Substance Use & Misuse Policy
- Behaviour and Engagement Policy
- Child Protection/Safeguarding Policy
- Anti-Bullying Policy
- Health and Safety Policy
- Educational Visits Policy
- Confidentiality Policy
- Complaints Policy
- Use of Reasonable Force and Physical Intervention
- Denbighshire No Smoking Policy
- Denbighshire Disciplinary Policy

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5. How the policy was developed

- 5.1 This model policy has been developed using a model created by Public Health Wales for schools.
1. Denbighshire Education staff, secondary SLT staff and PHW worked together on the development of the model policy for Denbighshire schools. Consultation took place with BCUHB, unions, education staff and schools.
 2. The policy will be ratified by the governors and communication about the school's stance on smoking will be undertaken with parents/ carers and pupils.

6. Roles and responsibilities

Member of staff responsible for the Smoke-Free Policy	Donna Cevizci
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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.

6.1 Governing body

- 6.1.1 The Governing Body has the responsibility to review and ensure there is an up-to-date policy that ensures the school complies with government legislation.
- 6.1.2 The Governing Body, in co-operation with the Head teacher, is expected to involve families, learners, health and other professionals to ensure the smoking curriculum addresses the needs of learners, local issues and trends.
- 6.1.3 The Governing Body, in co-operation with the Health and Wellbeing Lead, Rhian Austin, will ensure there is adequate training and resources for all staff involved in the delivery of this Policy.
- 6.1.4 Ensure regular evaluation of provision and policy.

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6.2 Head teacher

- 6.2.1 The head teacher will work with Governors to ensure compliance with the policy, and keep them informed of provision, issues and progress around smoking
- 6.2.2 The head teacher will allocate responsibility to a designated staff member for a whole school approach to being a smoke-free school
- 6.2.3 The head teacher will act upon any concerns which may arise from learners smoking behaviours
- 6.2.4 The head teacher will share intelligence with relevant partners/ Crime Stoppers/Trading Standards about illicit tobacco
- 6.2.5 The head teacher will ensure records of incidents are kept

6.3 Staff

- 6.3.1 The Health and Wellbeing Lead, Rhian Austin, will: -
 - Have the responsibility of ensuring that there is a good 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.
 - Monitor and evaluate the programme of study.
 - Liaise with outside agencies and coordinate their involvement with smoke-free education.
- 6.3.2 All staff will: -
 - Support a smoke-free school.
 - Report illicit tobacco intelligence to the Head teacher/ Smoke Free Policy lead.
 - Instigate safeguarding procedures if relevant, for learners involved in smoking/ tobacco related incidents.
 - Remain present at all times when outside agencies deliver educational sessions with learners.
 - Be supported & are authorised to ask others including non-employees to adhere to the policy.

6.4 Parents / carers

- 6.4.1 Parents and carers are asked to respect the Smoke-Free Policy and not smoke or vape on school grounds

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6.4.2 To support their child to adhere to the Smoke-Free Policy

6.4.3 To feel empowered to access non-judgemental & free support offered through the school

6.4.4 Parents and carers should feel encouraged and supported to be actively involved in their child's smoke-free education

3. Parents and carers should not smoke in a vehicle carrying a child (person under the age of 18 years old). This is in line with current legislation.

6.5 Learners

4. In order to support learners to realise the four purposes within the Curriculum for Wales, learner voice is central in developing our curriculum. To ensure our curriculum meets the needs of our Learners we provide opportunities for them to comment on the school's Smoke Free process and education on the dangers of smoking during PSCE lessons in Upper School and topic lessons in Lower School.

6.5.1 It is the responsibility of learners to comply with the policy. We continuously consult with our learners at the end of lessons, activities and programmes in order to ensure appropriateness of our provision and that the resources and outside agencies used are relevant. We will act upon any recommended amendments as appropriate.

6.6 Other professionals

6.6.1 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.

6.6.2 Any outside agency will familiarise themselves with the school smoke-free policy when planning and delivering sessions at the school.

6.6.3 The School Nurse and Youth Support Service can 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.

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7. Providing a Smoke Free Environment

7.1 School Premises

- 7.1.1 Smoking is not permitted on any part of the school's premises and associated school grounds. There are no designated smoking areas within the school buildings or grounds.
- 7.1.2 Smoking and vaping at the school gates is actively discouraged.

7.2 Visits

- 7.2.1 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.
- 5. This Policy applies when learners are taken off site for any reason, e.g. school excursions.

7.3 Transport

- 7.3.1 This policy applies to everyone using the school premises or vehicles and all vehicles used on school business to transport school staff or learners.
- 6. 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.
- 7. 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.
- 7.3.2 Our staff are asked to refrain from smoking in their own vehicles when carrying passengers on behalf of the school.
- 7.3.3 The driver, operator or person responsible for a smoke-free vehicle must take reasonable steps to stop smoking in the vehicle: <https://gov.wales/smoke-free-law-guidance-changes-march-2021-html#section-58227>

8. Curriculum

8.1 Personal and Social Education (PSE) / Health & Well-being AoLE

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8.1.1 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.

9. Dealing with Incidences

9.1 Smoking and vaping incidents may relate to learners, staff members, parents/carers or other adults. Examples of incidents are:

- Discovery of cigarettes, tobacco, e-cigarettes/vapes on the premises/grounds.
- Suspicion, rumour or allegation about an individual's activities.
- Disclosure about smoking/vaping.
- Selling/dealing or possession of cigarettes, tobacco, related products or e-cigarettes/vapes.

9.2 Incidents involving Learners

9.2.1 All cases will be treated seriously. In decisions about the appropriate course of action to take, the wellbeing and safety of learners and the whole school community will be the immediate priority. If anyone appears ill or unsafe as a result of smoking/vaping first aid procedures will be followed. If there is a suspicion that a learner has suffered, or is at risk of suffering significant harm, safeguarding procedures will be followed. Where criminal activity is disclosed or suspected we will report the matter to the School Police Officer (SPO) or local police. For further details about the involvement of the SPO/Police please refer to:

- School Crime Beat Policy – A Protocol for Police Supporting Schools with Incidents for Crime and Disorder. A Reference Document for School Staff (2016); and
- Guidelines for Schools and School Community Police Officers Working Together. School Behaviour Incident Management.

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9.2.2 Dealing with a learner after an incident

If a learner is at risk because of impaired mental state, parents/carers will be contacted and will be required to take responsibility of their child. Failing that, an appropriate emergency contact will be asked to assist. Alternatively, Social Services and the SPO if appropriate will be called for advice.

9.2.3 Our main aim is to protect the safety and welfare of the learner and prevent further incidents. We have an agreed set of sanctions and levels of support for learners involved in smoking or vaping incidents. See [appendix 1](#).

9.2.4 Searching

9.2.5 School staff **may not** carry out personal searches of learners or adults, their clothing or their personal property without consent, even if they suspect that the person is in possession of a forbidden substance or article.

9.2.6 In the event that the school suspect a pupil has a banned substance or article in their possession, specific staff (SLT / safeguarding lead) will be called to assist and if there is reasonable suspicion, pupils will be asked to empty their bags and pockets under the supervision of two members of staff.

9.2.7 Staff may search school property e.g. desks, lockers, although prior permission should be sought. Searches may be conducted even if permission is refused.

9.2.8 School staff may ask someone to turn out pockets, empty bags, etc. If efforts to persuade someone, suspected of possessing smoking/vaping products, to comply with this request fail, then the school can do either, or both, of the following: in the case of a learner, contact parent/carers and request that they come into school and search the learner and his/her property; OR proceed on formal lines and contact the SPO.

9.2.9 Staff may not detain a learner or adult without their consent for the purpose of a search.

9.3 Procedure for Dealing with Incidents Involving Staff

9.3.1 Our primary concern is the welfare of the learners in our care. The safeguarding of our learners is of greater urgency than staff disciplinary procedures. Smoking and vaping related incidents involving staff are subject to the agreed Denbighshire HR policies and could be subject to disciplinary action.

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9.3.2 The staff member will be offered support to help quit smoking through linking them with appropriate support in the community.

9.4 Procedure for Dealing with Incidents Involving Adults (not staff)

9.4.1 If a visitor, parent or carer smokes or uses an e-cigarette on school site they will be asked to put out the cigarette/stop using the e-cigarette, or leave the site.

9.4.2 All staff are authorised to ask non-employees who breach the policy to adhere to the policy.

9.4.3 In all cases where physical violence/intimidation is threatened/encountered, assistance of the police will be sought.

9.4.4 Where it is suspected that a parent/carers or a visitor to the school is supplying tobacco products, e-cigarettes or vapes we will inform the SPO, social services or the local police.

9.5 Smoking Cessation Support

9.5.1 When smoking Cessation is required, persons will be signposted to relevant agencies. Smoking cessation support posters, displays and 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.

9.5.2 The school will support smoking staff to quit by displaying the Help Me Quit helpline number in the staffroom.

9.5.3 Posters are displayed on websites, social media pages as well as noticeboards for parents/carers, staff and visitors to see and help support those who are thinking about a quit attempt.

10. Safeguarding and Confidentiality

10.1.1 It may be necessary to invoke local Child Protection Procedures if a learner's safety or welfare (or that of another learner) is under threat. **A duty is placed upon those professionals involved to exchange information in order to safeguard a**

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“child” adhering to the Wales Safeguarding Procedures 2019. Teachers and professionals cannot offer unconditional confidentiality to learners in smoking/vaping education or incidents and this should always be made clear at the outset.

10.1.2 If a learner discloses information which is sensitive, not generally known and which the learner asks not to be passed on, it will be discussed with the head teacher/designated safeguarding person. The request will be honoured; however, confidentiality will be broken against the wishes of a learner when:

- There is a safeguarding issue.
- ‘The life of a person is at risk or a learner is at risk of causing serious harm to others.’
- Criminal offences are disclosed.

10.1.3 However, we will make every effort to inform the learner first, explain why this needs to happen and secure the learners agreement to the way in which the school intends to use any sensitive information.

10.1.4 In terms of smoking/vaping education:

- If a teacher hears or sees something during lessons which suggests a learner is at risk of serious harm or causing serious harm to others they will alert the head teacher/ designated safeguarding person.
- The use of agreed ground rules in classes will create clear boundaries, discourage learners from sharing personal information in a class setting and ensure everyone feels respected and safe.
- Teachers will encourage learners to place their questions in a question box which will give staff ‘thinking time’ before answering
- If questions of a personal nature or specific questions about e.g. illegal drugs/activity are raised learners will be supported and encouraged to talk to their trusted staff member, parents/carers and/or appropriate support agencies

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- If a teacher hears or sees something during lessons which suggests a learner has information about law breaking activities, they will contact the head teacher and Designated Safeguarding Person in the first instance.

11. Information sharing and GDPR

11.1 Records of smoking/vaping incidents will be kept in accordance with the schools GDPR policy.

11.2 Media contact

11.2.1 Staff will not report incidents and/or issues concerning smoking/vaping to the local press and media. This is a breach of confidentiality and could lead to disciplinary action. The Head teacher, in consultation with the county Press Office and Governors will deal personally with all media matters. All media enquiries will be referred to the county Press Office.

11.3.1 Sharing intelligence If we have any information in relation to illicit or counterfeit products or information pertaining to any tobacco/vaping sales or dealing in the community then we will report this to the police, trading standards or CYPSMS accordingly.

12. Equality

12.1 As an employer and provider of services we will not unlawfully discriminate on grounds of age, disability, gender reassignment, race or ethnicity, religion or belief, sex, sexual orientation, marriage or civil partnership, pregnancy and maternity or on the grounds of Welsh language. All learners, their parents/carers, volunteers, staff and school governors are valued and will be treated with dignity and respect. In order to make sensitive and well informed professional judgments about a learner's needs and a parent/carers 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. The school will not tolerate any form of discrimination, harassment or victimisation. We will work across our school community to ensure our commitment to equality and fairness is

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shared and take steps to ensure that our school is accessible, welcoming and inclusive.

12.2 Please refer to our current School Strategic Equality Plan for further information.

13. Complaints

13.1.1 If you have a complaint in relation to this policy, please raise your concern initially with the class teacher. If you are not happy with the response, you should put your concern in writing to the headteacher. If you are still concerned, or your complaint is about the headteacher, please put your complaint in writing to the chair of governors.

8. Please refer to the school complaints policy. This can be accessed on request from the school office.

14. Monitoring and review

14.1.1 This policy will be reviewed every two-years, or should the need arise. This will be decided by the Secondary/Special Senior Leadership Team for Inclusion for Denbighshire. An appropriate group will be convened and relevant partners will be involved.

14.1.2 The head teacher and wellbeing lead will ensure that the findings from our School Health Research Network (SHRN) Report and from staff, parent/carers and learner evaluations contribute to our school's self-evaluation process and to the policy review process.

14.1.3 The head teacher, wellbeing lead and the governing body will monitor incidents (e.g. the number, nature, outcomes of incidents and how many referrals were made to outside agencies) and review incident management procedures.

14.1.4 The wellbeing lead and appropriate members of staff will review smoke free education regularly and use SHRN reports and learner feedback to ensure that programmes are responsive to the needs of learners and that a supportive learning environment is maintained for all.

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15. References

- 13.1 Public Health Wales. (2020). *Smoking in Wales*. Accessed from <https://publichealthwales.shinyapps.io/smokinginwales/> on 27/10/21
- 13.2 ¹ Page N., Hewitt G., Young H., Moore G., Murphy S. (2021). *Student Health and Wellbeing in Wales: Report of the 2019/20 School Health Research Network Student Health and Wellbeing Survey*. Cardiff University, Cardiff, UK. Accessed from https://www.shrn.org.uk/wp-content/uploads/2021/08/SHRN-NR-FINAL-23_03_21-en-AMENDED06.08.21.pdf on 27/10/21
- 13.3 ¹ Office for National Statistics (2013). General Lifestyle Survey Overview: A report on the 2011 General Lifestyle Survey. Accessed from <http://www.ons.gov.uk/ons/rel/ghs/general-lifestyle-survey/2011/rpt-chapter-1.html> on 27/10/21
- 13.4 ¹ National Institute for Health and Care Excellence (2010). Smoking prevention in schools: Public health guidance PH23: 2 Public health need and practice. Accessed from <https://www.nice.org.uk/guidance/ph23/chapter/2-Public-health-need-and-practice> on 27/10/21
- 13.5 ¹ Public Health Wales (2018). E-Cigarettes (Electronic Nicotine Delivery Systems (ENDS)). Available at <https://www.wales.nhs.uk/sitesplus/888/opendoc/317614> (Accessed 12 November 2021)
- 13.6 NHS (2018). *Passive smoking: Quit smoking*. Accessed from <https://www.nhs.uk/live-well/quit-smoking/passive-smoking-protect-your-family-and-friends/> on 27/10/21
- 13.7 ¹ Welsh Government. (2020). *Smoke-free law: Guidance on the changes from March 2021*. Accessed from <https://gov.wales/smoke-free-law-guidance-changes-march-2021-html> on 27/10/21

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1. Appendix 1

SANCTIONS FOR LEARNERS - CIGARETTES OR E-CIGARETTES

- Discretion of the SLT will be applied when a nicotine replacement therapy device is used is part of an agreed cessation programme and is included as part of a risk assessment.
- If it is suspected that the e-cigarette contains a psychoactive substance, the Illegal Drugs process should be followed.
- It is recognised that substances can lead to changes in behaviour. These behaviours can be dealt with using our Behaviour Policy. The fact that the substance may have caused these behaviours will not be seen as a mitigating factor.
- **FOLLOW FLOW CHARTS FOR ALL INCIDENTS.**

****Individual schools can decide sanctions for each offence as appropriate for the school****

	Offence	Sanction	Actions
Smoking or using a vape on school grounds or in school building	1 st	Written letter home and half day in internal exclusion	Send standard 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.
	2 nd	Written letter home Internal exclusion for full day	Send standard 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.

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	3rd	Full day internal exclusion and 15 minute after school detention. Parental meeting to be arranged as a priority.	Send standard 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/ Education package with learner. Formal meeting with learner and parent/carer to discuss strategies for cessation. School nurse could be included. Be placed on BP1 of the behaviour pathway. Possible fixed term exclusion.
	Persistent	Persistent offences can be classed as defiance and referred to the behaviour policy	Behaviour Policy to be applied and possible fixed term exclusion to be issued
It is illegal to sell nicotine-containing vaping devices to anyone under 18 or for adults to buy them on behalf of under-18s. Any illegal activity should be reported to the police			
Supply (not sharing) If supply involves coercion or bullying, the Behaviour Policy or Anti-Bullying policy must	1 st	Full day internal exclusion	Send standard letter 4 and if the supplier is a smoker/vaper then give 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 with learner. Formal meeting with learner and parent/carer. School Community Police Officer included.
	2 nd	1 day external exclusion	Send standard letter 5 and if the supplier is a smoker/vaper then give literature about smoking or e-cigs and cessation services.

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be referred to. If there are safeguarding concerns eg. County lines, the DSL should be informed.			Offer cessation advice from the school nurse or make referral to http://www.helpmequit.wales/ Education package with learner. Formal meeting with learner and parent/carer. School Community Police Officer included.
	Repeat (Volume of supply should be taken into consideration)	2 day external exclusion	Send standard letter 6 and if the supplier is a smoker/vaper then give 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 with learner. Formal meeting with learner and parent/carer. School Community Police Officer included. Re-integration meeting with learner and parent/carer *.
	Persistent	Persistent offences can be classed as defiance and referred to the behaviour policy	Behaviour Policy

*Re-integration meeting with parents could discuss the following strategies (could include School Nurse or Police):

Smoking/Vaping Incident Letters to Parents

STANDARD LETTER 1 – SMOKING/E-CIGARETTE INCIDENT FIRST OFFENCE

Dear

SMOKING/VAPING INCIDENT FIRST OFFENCE

Your child has been involved in a smoking/vaping incident.

Details of incident:

The school and Denbighshire Education and Children's Services view substance misuse extremely seriously. We felt that it was important that we inform you of this incident in a timely manner and as a result of this incident your child will be placed in internal exclusion for half a day..

Internal Exclusion date/time:

Any further incidents of this nature will be viewed seriously and could result in exclusion.

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

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If you have any further questions, please do not hesitate to contact

Yours sincerely

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STANDARD LETTER 2 – SMOKING/VAPING INCIDENT SECOND OFFENCE

Dear

SMOKING/VAPING INCIDENT SECOND OFFENCE

Your child has been involved in a smoking/vaping incident

Details of incident:

Any further incidents of this nature will be viewed seriously and could result in exclusion.

The school and Denbighshire Education and Children's Services view substance misuse extremely seriously and as a result of this incident your child will be given a whole day of internal exclusion.

Internal exclusion date:

-

Your child has been issued with information about the negative effects of smoking / vaping and nicotine addiction on his/her health, and the smoking cessation services that are available to support efforts to give up smoking/vaping. 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 questions, please do not hesitate to contact

Yours sincerely

Whole School Smoke-Free Premises Policy

XXXX

Whole School Smoke-Free Premises Policy

STANDARD LETTER 3 – SMOKING/VAPING INCIDENT REPEAT OFFENCES

Dear

SUBSTANCE MISUSE INCIDENT - SMOKING/VAPING INCIDENT REPEAT OFFENCE

Your child has been involved in a smoking/vaping incident. This is a repeat offence.

Details of incident:

The school and Denbighshire Education and Children's Services view substance misuse extremely seriously and as a result of this incident your child will be given a whole day of internal exclusion and 15 minutes detention after school.

Internal exclusion date: -

Any further incidents of this nature will be viewed seriously and could result in exclusion.

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

Date: Time:

Your child has been issued with information about the negative effects of smoking / vaping and nicotine addiction on his/her health, and the smoking cessation services that are available to support efforts to give up smoking/vaping. 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 questions, please do not hesitate to contact

Yours sincerely

Whole School Smoke-Free Premises Policy

STANDARD LETTER 4 – SMOKING/VAPING (SUPPLY) INCIDENT FIRST OFFENCE

Dear

SUBSTANCE MISUSE INCIDENT - SMOKING/VAPING (SUPPLY) INCIDENT FIRST OFFENCE

Your child has been involved in a smoking/vaping incident (Supplying).

Details of incident:

The school and Denbighshire Education and Children's Services view substance misuse extremely seriously and as a result of this incident your child will be given a full day of internal exclusion.

Internal Exclusion date/time: -

Any further incidents of this nature will be viewed seriously and could result in exclusion.

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

Date: Time:

Your child has been issued with information about the negative effects of smoking / vaping and nicotine addiction on his/her health, and the smoking cessation services that are available to support efforts to give up smoking/vaping. 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 questions, please do not hesitate to contact

Yours sincerely

Whole School Smoke-Free Premises Policy

STANDARD LETTER 5 – SMOKING/VAPING (SUPPLY) INCIDENT SECOND OFFENCE

Dear

SUBSTANCE MISUSE INCIDENT - SMOKING/VAPING (SUPPLY) INCIDENT SECOND OFFENCE

Your child has been involved in a smoking/vaping incident (supplying). This is their second offence.

Details of incident:

The school and Denbighshire Education and Children's Services view substance misuse extremely seriously and as a result of this incident your child has been excluded for a fixed period of one day.

Exclusion date:

Return to school on:

Any further incidents of this nature will be viewed seriously and could result in further exclusion.

We would like you to attend a re-integration meeting at the school prior to your child returning (the police might be invited):

Date:

Time:

At this meeting we will discuss how to help your child manage any problems related to substance misuse and the support that the school or other services could offer to prevent any further incidents which may lead to further exclusion.

Please confirm your attendance at this meeting.

Your child has been issued with information about the negative effects of smoking / vaping and nicotine addiction on his/her health, and the smoking cessation services that are available to support efforts to give up smoking/vaping. Should you wish to discuss this any

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further you can contact the school nurse or 'Help Me Quit' on 0800 08502219;
www.helpmequit.wales .

If you have any further questions, please do not hesitate to contact

Yours sincerely

Whole School Smoke-Free Premises Policy

STANDARD LETTER 6 – SMOKING/VAPING (SUPPLY) INCIDENT REPEAT OFFENCE

Dear

SUBSTANCE MISUSE INCIDENT - SMOKING/VAPING (SUPPLY) INCIDENT REPEAT OFFENCE

Your child has been involved in a smoking/vaping incident (supplying). This is a repeat offence.

Details of incident:

The school and Denbighshire Education and Children's Services view substance misuse extremely seriously and as a result of this incident your child has been excluded for a fixed period of 2 days.

Exclusion date:

Return to school on:

Any further incidents of this nature will be viewed seriously and could result in further exclusion.

We would like you to attend a re-integration meeting at the school prior to your child returning (the police might be invited):

Date:

Time:

At this meeting we will discuss how to help your child manage any problems related to substance misuse and the support that the school or other services could offer to prevent any further incidents which may lead to further exclusion.

Please confirm your attendance at this meeting.

Your child has been issued with information about the negative effects of smoking / vaping and nicotine addiction on his/her health, and the smoking cessation services that are available to support efforts to give up smoking/vaping. Should you wish to discuss this any

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further you can contact the school nurse or 'Help Me Quit' on 0800 08502219;
www.helpmequit.wales .

If you have any further questions, please do not hesitate to contact

Yours sincerely
