



The Bishop Konstant Catholic Academy Trust

Learning Communities, Inspired by Faith

Trust No Smoking Policy 2021



The Bishop Konstant Catholic Academy Trust,
St Wilfrid's Catholic High School & Sixth Form College,
Cutsyke Road, Featherstone, WF7 6BD

Telephone: 01924 802285
Email: admin@bkcat.co.uk **Website:** www.bkcat.co.uk



POLICY DOCUMENT	Trust No Smoking Policy
Legislation/Category: Academy Schools	Highly Recommended
Lead Member of Staff:	Trust Business & Compliance Manager
Approved by:	BKCAT Trust Board
Date Approved:	December 2021
Revision Date:	December 2024
Review Frequency:	3 year

Version	Date	Author	Changes
1.1	November 2021	Trust Business & Compliance Manager	Change to NHS Website details and Helpline telephone number.
1.0	February 2019	Trust Business & Compliance Manager	Starting Document and Layout.

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All policies are written in line with our Trust Mission statement: With Jesus Christ at the centre of the life of the Trust, we seek to provide learning communities offering the highest possible standards of education. We are committed to working in partnership and trust for the common good. We strive to encourage and empower children and young people to recognise and realise their God-given potential and to discern their vocation in life. As learning communities inspired by faith, we celebrate achievement, offering each other challenge and support, as together we follow Christ in self-giving love and service.



Trust No Smoking Policy

1 Introduction

- 1.1 Part 1 of the Health Act 2006 makes virtually all (substantially) enclosed public and workplaces, including vehicles, smoke-free. The law came into force on 1st July 2007.
- 1.2 This policy has been developed to protect all employees, students and visitors from second-hand smoke (passive smoking): breathing other people's tobacco smoke, has now been shown to cause lung cancer and heart disease in non-smokers, as well as many other illnesses and minor conditions.
- 1.3 The Bishop Konstant Catholic Academy Trust is committed to promoting the good health of its employees and the provision of a safe working environment. The Trust has a duty, under health and safety legislation, to ensure the health, safety and welfare of all employees, including the working environment 'so far as is reasonably practicable' and is committed to fulfilling this duty by providing a smoke-free environment for all staff.
- 1.4 In recognition of the above, the Trust implements a policy on providing a smoke free environment, the details of which are set out below.

2 Aims & Objectives

- 2.1 The specific objectives of the policy are as follows:
 - to contribute to a healthy and safe environment for the Trust's employees, students and visitors
 - to ensure that all employees, students and visitors to Trust's premises benefit from a smoke-free environment
 - to protect employees and students from the hazards of second-hand smoke inhalation whilst at the academy
 - to heighten employee awareness of the health risks associated with smoking
 - to provide opportunities, assistance and support to those employees who wish to give up or cut down smoking

3 Policy Provisions

- 3.1 Smoking is not allowed within Trust premises or vehicles. For the avoidance of doubt, smoking also includes the 'smoking' of electronic cigarettes or 'e-cigarettes'.
- 3.2 Smoking is not permitted in any part of the Trust's premises and grounds, including car parks.
- 3.3 Smoking is not allowed whilst on duty, therefore, staff should only be leaving site to smoke during their formal breaks.
- 3.4 In order to set a good example and lead the way in promoting healthy living initiatives, the Trust expect that before smoking off-site, any Trust identity wear must be removed.



- 3.5 The Trust would also expect that staff will consider the appearance of the Academy when leaving the premises to smoke and avoid congregating outside entrances and driveways.
- 3.6 The policy applies to students, staff, governors, visitors and contractors regardless of their status or business with the Trust and is intended to benefit all staff and visitors. All staff are responsible for its continued implementation.
- 3.7 All visitors, contractors and deliverers are required to abide by the No Smoking Policy. Staff members are expected to inform visitors and contractors of the policy, however, they are not expected to enter into any confrontation that may put their personal safety at risk. This will apply during both term and non-term time.
- 3.8 When attending meetings or other events at venues where smoking is permitted, staff are expected not to smoke, both because they are representing the Trust and therefore its strategy on tackling smoking, and because it is important not to expose others to second-hand smoke.
- 3.9 When staff are accompanying a visit, trip or residential outing then staff must never smoke in front of students.
- 3.10 Managers must play their part in promoting the policy. If the manager identifies that an employee genuinely needs assistance in adhering to the policy, they can draw their attention to the available support and assistance outlined in section 4 of the policy.

4 Support and Assistance for Smokers

- 4.1 The Trust is committed to helping smokers comply with the policy and the relevant Occupational Health provider will offer a programme of support, in partnership with the NHS, for employees who would like help to stop smoking. For those who do not wish to stop smoking, support will also offered to help them manage not smoking during working hours.
- 4.2 Further advice and support on stopping smoking can be obtained from the NHS Smoking Helpline on 0300 1231044 or www.nhs.uk/live-well/quit-smoking/nhs-stop-smoking-services-help-you-quit/

5 Recruitment

- 5.1 A statement referring to the Trust having a No Smoking Policy will be included in application information packs.

6 Scope

- 6.1 The policy applies to all employees of the Trust.
- 6.2 The policy applies to students, visitors, contractors regardless of their status or business with the Trust.
- 6.3 Smoking is not allowed in any part of the Trust's premises and grounds, including offices, corridors, toilets and car parks.



7 Enforcement

- 7.1 Breaches of this policy may be considered as misconduct under the disciplinary procedure.

Monitoring and Review of this Policy

The Trust shall be responsible for reviewing this policy from time to time to ensure that it meets legal requirements and reflects best practice.

The Bishop Konstant Catholic Academy Trust is an exempt charity regulated by the Secretary of State for Education. It is a company limited by guarantee registered in England and Wales, company number 8253770, whose registered office is at St Wilfrid's Catholic High School & Sixth Form College, Cutsyke Road, Featherstone, WF7 6BD