

Hampshire Smokefree Educational Settings Guidance

For establishments covering 11 to 19 years

Further Reading

The Royal College of Physicians report “Nicotine without smoke: tobacco harm reduction”, 2016: <https://www.rcplondon.ac.uk/projects/outputs/nicotine-without-smoke-tobaccoharm-reduction-0>

Stop Smoking Support in Hampshire – www.smokefreehampshire.co.uk

NICE Guidance Smoking: Preventing the Uptake in Children and Young people [1 Recommendations | Smoking: preventing uptake in children and young people | Guidance | NICE](#)

Smokefreeme Hampshire - [Smokefree Me | Health and social care | Hampshire County Council \(hants.gov.uk\)](#)

Vaping in England: Evidence Updated 2021 [Vaping in England: evidence update February 2021 - GOV.UK \(www.gov.uk\)](#)

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Introduction

The Health Act 2006 made virtually all indoor workplaces and public places in England smokefree from 2007. This legislation meant that all educational settings were required to be smokefree in all enclosed, or substantially enclosed buildings. Most schools in Hampshire extended this legislation to include outdoor areas and the school site. However, many of Hampshire further education colleges continue to have outdoor areas as designated smoking areas for staff, student and visitors.

At this time, settings developed robust policies on smoking, many of which include the provision of stop smoking support services and education. Since this time however, there have been substantial changes in smoking trends and legislation. These include the increased popularity of vapes and waterpipes, national campaigns such as Stoptober and legislation to prohibit smoking in cars with children to protect children from the effects of secondhand smoke. With these changes, Senior Leadership Teams and Governors have identified a need to update and re-launch policies to keep them current and effective.

This guidance has therefore been updated to include these changes and offer guidance on emerging issues. Further reading on new developments has also been added.

The DFE and ACPO Drugs Guidance for School/college (2012) contains the following guidance on Smokefree School/colleges:

Tobacco – Smokefree School/colleges

29. School/colleges are subject to the same smokefree legislation as other premises and most school/colleges go much further.

30. In most School/college:

- The school/college is a smoke-free site;
- Young people, staff, parents/carers and governors have been involved in the development and implementation of a smokefree site;
- The school/college provides information and support for smokers to quit e.g. promoting access to smoking cessation classes, which may be provided on the school/college site.

31. Young people should understand the non-smoking policy.

The guidance also states that:

“School/college should ensure that pupils have access to and knowledge of up-to-date information on sources of help. This includes local and national helplines (including NHS Stop Smoking Services)”.

Ref: ACP Drug Guidance for School/college, 2012.

<http://webarchive.nationalarchives.gov.uk/20130401151715/https://www.education.gov.uk/publications/eOrderingDownload/DFE-00001-2012.pdf>

NICE Guidance (2010) also states that School/college should:

- develop a whole-school/college or setting-wide smokefree policy in consultation with young people and staff. This should include smoking prevention activities (led by adults or young people) and staff training and development.
- ensure the policy forms part of the wider healthy school/college or healthy further education strategy on wellbeing, sex and relationships education, drug education and behaviour.
- apply the policy to everyone using the premises (grounds as well as buildings), for any purpose, at any time. Do not allow any areas in the grounds to be designated for smoking (with the exception of caretakers' homes, as specified by law).
- widely publicise the policy and ensure it is easily accessible so that everyone using the premises is aware of its content.
- Ensure the policy supports smoking cessation in addition to prevention, by making information on local Stop Smoking Services easily available to staff and students. This should include details on the type of help available, when and where, and how to access the services.

Ref: NICE Guidance on school/college based interventions to prevent the uptake of smoking among young people (PH 23),

<https://www.nice.org.uk/guidance/ph23/chapter/1recommendations>

It is recommended that the school/college provides information on smoking cessation sessions for young people, staff, parent/ carers, which may even be on the school/college site. Young people should be made aware of the legislation on smoking in public places and comply with it.

Benefits of a Smokefree Policy

- A smokefree policy sets a good example to students and makes clear the school or college's stance on smoking. It promotes an enhanced image of the school or college.
- The policy helps to re-shape the smoking norms of the people it affects. This means people will come to accept 'no-smoking' as the norm.
- It contributes to the development of a healthy lifestyle and strongly reinforces the settings Personal, Social and Health Education programme.
- It encourages young people not to start smoking and helps smokers to quit and stay stopped.
- It provides a healthier and more pleasant working environment for all.
- The policy helps keep the school/college grounds litter free.
- It helps to reduce absenteeism from smoking. It is increasingly recognised that smokers are more prone to illnesses, absence and accidents than non-smokers. Surveys suggest

that smokers take 1.5-2 times more sick leave than non-smokers. Secondhand smoke also contributes to ill-health.

- A smokefree policy demonstrates that the health, safety and welfare of all employees and students is valued.
- It reduces misunderstandings and conflicts regarding smoking. By writing a formal policy, there can be no disputes over the school/college's position. A signed, written document can be especially useful in instances of non-compliance.
- A Smokefree policy can clarify the settings stance on the use of new challenges such as the use of vapes.

Potential Risks and Costs of A Smokefree Policy

- Time is required to negotiate, implement and monitor the policy. A new policy is not always easy to introduce and can take time. However, the benefits make this time and effort worthwhile.
- Risk of neglecting smokers' needs.
- Effects of nicotine withdrawal may be observed among a small number of smokers. This can mean a reduced concentration span or disruptive behaviour. This effect is usually very short lived and can be combated with education and support within the setting. [See list of resources to support education](#)
- Smoking visitors or employees may disagree with the new policy, with regards to not being allowed to smoke outside where the risks and problems of smoking are less obvious. This is why it is vital to consult the relevant people before introducing the policy and make sure they understand the reasons for the policy. [See list of partners to consult about the policy, college insight task and survey for policy.](#)
- Publicising and communicating the policy.
- A small initial outlay may be required when implementing the policy for letters and signage, etc.
- 'Displacement smoking' may be experienced outside the site. In some circumstances neighbours may object to smokers congregating outside their homes or businesses and dropping litter. To reduce this problem it is important to consult with these neighbours during the development of the policy and to be clear on the site boundaries. See ['Communicating Your Smokefree Policy with the Community'](#)

How to introduce a smokefree policy

The following steps are provided as a guideline and should be modified and tailored to fit each school or college's need:

1	<p>Identify a Smokefree Champion: Someone with sufficient skills and seniority to take responsibility for the policy. See Resource 'Smokefree Champion Job Description for Colleges'.</p>
2	<p>Set up a working group involving representatives from the school/college community, e.g. members of the governing body, teaching and non-teaching staff, the health and safety and union representatives, school/college councils. It is particularly important to involve young people of all ages, in line with the PSHE Guidance for school/college. This is important as it allows both smokers and non-smokers to have their say. Relevant groups may already exist.</p>
3	<p>Review current practice in the school/college. Establish why a policy is needed and what the benefits would be. Share your reasons with the staff. You can use the 'Getting Staff on Board' slides to help.</p> <p>The reasons for adopting the policy are also clearly set out in 'The Benefits of a Smokefree School/College Policy' section of this document. You should consider undertaking a college insight task using students to find out what they think and feel about smoking in college. This may support your case. To help you with this, use the 'College Insight Task' resource.</p>
4	<p>Consult all concerned. Consider an anonymous questionnaire to staff and students and disseminate results to staff, parents, governors and students. Raising awareness is possibly the most important aspect of introducing the policy. See section in this document on 'Consultation and Communication'. You can also use the resource 'Survey for Consulting on Policy' and 'List of people to consult' to help you.</p>
5	<p>Prepare a draft policy.</p> <p>Read the 'What to Include in a Policy' section and use the resource 'Template Smokefree Policy'.</p>
6	<p>Evaluate the draft policy. Show it to members of the working group and the whole school/college community. Gather their feedback and seek approval from senior management and governors for the new policy.</p>

7	Governors sign and adopt the final policy.
8	<p>Announce and communicate the final policy. Send a letter home to parents as the policy may affect them at social events such as fetes etc. There are various template resources to help you with depending on the change. This is a good opportunity to provide parents with information about the effects of secondhand smoke and publicise the Hampshire Stop Smoking Service www.smokefreehampshire.co.uk</p> <p>Inform students in school/college assemblies, online and in newsletters. Upload the policy to the school/college website.</p>
9	Implement the policy.
10	Monitor and review the policy. The policy should include a review date which should be at least bi-annual.

What to include in a Smokefree Policy

A Smokefree policy constitutes a rule by which all those who work in and visit the school/colleges are bound. In essence, a smokefree policy should provide clear, specific and unambiguous information, following these basic guidelines:

WHY?

Explain the rationale behind the decision.

WHERE?

Identify where the policy applies, e.g. buildings, grounds, vehicles, at school/college events and trips. Remember that the policy applies at all times.

WHAT?

Identify what specifically is included in the policy. For example, tobacco, smoking paraphernalia such as filters, lighters, electronic cigarettes and chargers.

WHO?

Identify to whom the policy applies: staff (teaching and non-teaching), governors, students and 6th formers, visitors, contractors, community users, etc. Consider the fact that it is illegal for under 18s to be sold tobacco or electronic cigarettes and therefore, students should not have access to them at all during the school/college day.

WHEN?

Identify the implementation date and explain any phased approach, giving timescales and the nature of any transitions.

WHAT HAPPENS NEXT?

- Identify how the policy will be monitored and reviewed.
- Provide information about the support for smokers who wish to give up and sources of further information to help the staff, students and parents/carers.
- Include details of sanctions which may be implemented for breach of the rules as appropriate.

Consultation and Communication

It is an essential element of policy development to consult the whole school/college community. Introducing any new rule legally requires the employer to act in a responsible way, determining employee attitudes and consulting fully.

Where a policy is being changed or implemented for the first time a survey of all staff, students and parents/carers may be needed. Use the resource 'Survey to Consult on Policy'.

Even where an existing practice is purely being formalised into a written policy, everyone needs to be kept informed.

They will need to know:

- Why the school/college is developing a smokefree school/college policy.
- The benefits of a smokefree school/college policy.
- Health risks of secondhand smoke.
- How smokers can get help if they wish to stop smoking.
- What the school/college's policy will mean in practice.
- How the policy will be monitored and reviewed.
- Response to breaches of the policy.

The policy must be communicated to all who will be affected by it including all staff, governors, students, PTA, parents, visitors, contractors and community groups. Don't forget those staff on extended leave, e.g. sick leave or maternity leave.

Ways of communicating the policy:

- In staff handbooks, health and safety policy, school/college prospectus, etc.
- In the formal terms and conditions which apply to the school/college, e.g. in contracts of employment.
- Job advertisements.
- At job interviews and in job descriptions.
- At staff meetings.
- At school/college council meetings.
- On notice boards.
- Signs for visitors in reception. Allowing students to design these will help them feel part of the process of developing a smokefree school/college site.
- Letters to parents.

- The school/college's rules for visitors can be written on the tear off portion of the official (LEA) visitors pass.
- In the hire agreement for any rooms or sports facilities leased by the school/college to other users.
- In-service specifications for contractors.
- On social medias sites linked to the school/college
- To 'feeder' school/colleges

Implementing the Policy

Introducing an overnight site smoking ban is a negative approach and is likely to cause resentment or even legal problems.

To ease the introduction of a policy the following points are important:

- Allow sufficient time for people to prepare for the implementation of the new policy. One term should be adequate; in compliance with Section 49 of the Employment Protection (Consolidation) Act 1978, at least 12 weeks notice should be given to employees before introducing a new rule, such as smoking restrictions.
- Publicise the policy to all who need to know.
- Place clearly visible signs and notices where most needed to ensure compliance with the policy. You can download signs from (<http://www.smokefreeengland.co.uk/resources/guidance-and-signage.html#signage>).



- Students could be involved in designing posters/signs for the school/college.
- Implementing the smokefree school/college policy means that agreed sanctions for breach of this rule also come into force.

- Ensure smokers are aware of the support available to help them adapt to the policy (preferably before the policy is introduced). The Smokefree Champion should act as the contact for further information.
- Ensure the Smokefree policy is written into all the relevant school/college documentation.

Monitoring and Reviewing the Policy

Smoking at work is clearly a risk which, under Health and Safety law, needs to be assessed as an on-going process.

It is important to keep the smokefree policy relevant and up-to-date, so a monitoring procedure needs to be established to address any difficulties which may arise. The responsibility for this should rest with the Smokefree Champion or the health and safety representative.

After the policy has been in operation for a reasonable period a survey may be useful to identify how well the policy is working. Thereafter, the policy should be reviewed at least biannually to check.

You may wish to make a change to your current policy to reflect changes such as electronic cigarettes or increased support for quitting.

Policy Review Checklist

Does the policy work?

- Is the whole site smokefree ALL the time?
- Are the *boundaries* of the smokefree site still clear and accepted as smokefree?
- Are all groups, staff, pupils and visitors following this policy correctly?

Are there any problems and how well have they been handled?

Has any displacement smoking occurred and has this been handled appropriately? Has there been any problems with people experiencing nicotine withdrawal? This is most likely to be obvious among students who smoke, in the form of reduced concentration and increased irritability.

Have there been any unexpected outcomes of the policy either positive or negative?

This might include students and staff expressing an interest in stopping smoking and the need for advice on this matter.

Have there been any new developments which need to be taken into account? This would include the increased popularity of vapes and their chargers. It is recommended that vapes are treated in the same way as tobacco and banned from use on the school/college site, regardless of whether they contain nicotine. Charging vapes on sites poses a fire safety risk.

If the setting site offers 'in house' stop smoking service, policy would need to reflect the arrangements for the support and control of students who are using stop smoking medications such as nicotine replacement.

Is the policy keeping abreast with any changes in health and safety laws?

Help to Stop Smoking

Smokefree Hampshire provides a free service across Hampshire, with the exception of the unitary authorities of Southampton and Portsmouth. They have a dedicated team of professional advisers who are committed to helping smokers who live or work in Hampshire who want to quit. As well as following evidence-based methods of treatment and support, advisers have extensive experience and understand the difficulties that may be faced. They offer the support that can make all the difference between success and failure. Smokefree Hampshire aims to reach as many people as possible who may be thinking of giving up.

To do this they offer weekly specialist adviser sessions, telephone support, workplace sessions and pharmacy and GP appointments. They offer access to Nicotine Replacement Therapy (NRT) and other stop smoking medications. NRT is also available if the smoker is pregnant or under 18. If the smoker does not pay for their prescription, then the NRT will be free.

Evidence suggests that children are more likely to smoke if they live in a household with one or more adult smokers. It is recommended that school/colleges' promote local stop smoking services to parents/carers to help them quit. National campaigns such as Stoptober and National No Smoking Day are good times to get the message out. Resource 'Supporting National and International Days Related to Smoking' can help you.

Young People

Anyone who wants to give up smoking can receive free support from Smokefree Hampshire. Even if they are under 18 years old, they can still come along to one of the sessions, perhaps with a friend for support, or they can have one-to-one help and advice from someone who is experienced in working with young people. They can also go along to a drop-in or visit their local Pharmacist. Young people from the age of 12 can have Nicotine Replacement Therapy (NRT) on prescription for 8 weeks direct from the Stop Smoking Adviser, without having to visit a Doctor. The service is entirely confidential and whilst the adviser would always

encourage the young person to speak to their parents, they would not be obliged to inform them.

Smokefree Hampshire may also be able to provide some promotional materials to your site to encourage staff, parents and pupils to use their service. Visit www.smokefreehampshire.co.uk for more information or call 01264 563 039 or 0800 772 3549 Text: QUIT to 66777

If a young person is not yet ready to be referred to a service for support, it can be helpful to undertake some preliminary work with them around the benefits of quitting. Advice can be found in the following resources;

'Benefits of Quitting For All'
'My College Age Child Smokes'

Teething Problems

The development of a smokefree policy will need to be handled in a sensitive way, focusing on where smoking takes place as the issue, not on smoking or on individual smokers. Possible responses to some of the problems which may arise are offered:

Smokers may feel discriminated against

Stress that the policy is not about who smokes but where and when smoking takes place. Set out the school/college's health and safety responsibilities and the need to keep abreast of changes in health and safety law. Point out that perhaps when the smoker began work, secondhand smoke was not seen as the hazard it is now.

Common law supports the rights of both smokers and non-smokers to a safe and healthy place of work. The rights of non-smokers to breathe clean air must therefore take precedence over the right of smokers to smoke.

Smokers may feel unable to cope with the policy

Reassure smokers that help is available for them to adjust to the policy. Non-smokers will need to be understanding towards smokers who are trying to give up and understand that they may experience symptoms of nicotine withdrawal. Where possible, support staff should be available to pupils who may be experiencing this to discuss strategies for coping with withdrawal symptoms.

Staff and visitors may not agree with smoking being banned outside on school/college premises

Explain how the policy provides a good opportunity to set an excellent example to students and present the school/college in a positive light. Show how evidence suggests that a stringent smokefree policy for all can reduce adolescent smoking rates. Re-emphasise the health and safety risks of smoking.

Staff may not comply with the policy

There may be one or two individuals who find it difficult to modify their smoking habits following the introduction of a smokefree policy. In reality, the policy will largely be self-enforced by peer pressure. It should be made clear, however, what the proper channels are for reporting violations and expressing grievances. Breaches of a smokefree policy need to be kept separate from disciplinary issues relating to a teacher's performance of professional duties.

Visitors may not comply with the policy

This can put employees in the sometimes difficult position of enforcing the policy. However, in most cases the smoker would comply when asked not to smoke. Ensure the policy is clearly communicated to all who will be affected by it. Appropriate signage will ensure everyone is aware that the school/college is a smokefree site. Students could be involved in designing their own no-smoking signs.

Smokers may continue to smoke outside

Ensure that the entire school/college premises are covered by the policy. Point out the influence that adults can have on young people and the importance of role-models. Highlight the contradiction between teaching about the dangers of smoking and being seen smoking on school/college premises.

Remember, it is always your right to protect the health of the whole school/college community. If people believe the policy is an infringement on their rights to smoke, point out that non-smokers' rights to work, learn and socialise in a smokefree environment should always come first.

On first introducing the policy it is a good idea to assign members of staff on break/lunch duty the task of targeting the areas where smokers normally congregate. To support the policy, this should ideally continue on an intermittent basis.

Smoking staff may insist on a smoking break

By law, employers must give staff an uninterrupted rest break of 20 minutes when their daily working time is more than six hours. (For staff under 18 this is one half hour break after four and one half hours). Staff can, of course, smoke during their rest period, if they choose, but by law they must not smoke in an enclosed or substantially enclosed area. The policy should be clear about where and when staff are allowed to smoke, i.e. if they want to smoke, then this would be in their own time and off site.

Neighbours may complain about smokers and litter

By restricting smoking on the school/college premises, smokers may be 'displaced' to the boundary near local houses or businesses. It is important therefore to maintain relationships with neighbours and listen to any concerns they have.

If the school/college requires the students to wear uniform, then it is important that the policy states whether or not students are allowed to smoke in uniform outside the premises and the subsequent consequences for doing so.

If the setting has good links with their local Police Community Support Officer, then they may be able to support them in addressing displacement smoking. It is illegal to sell tobacco to someone under the age of 18 and children under 16 found in possession of cigarettes can have them confiscated by the police. The school/college is also within its right to insist that all students under 18 are not allowed to go off site to smoke during school/college time.

If cigarette litter is a problem, point out that dropping litter is an offence. If this problem persists, then contact your Local Authority to run a localised campaign on litter. The threat of a Fixed Penalty Notice may reduce this problem. A "stubbi" type pouch in which to place their used cigarette ends could be another option (available over the internet).

Students may flout the policy

The school/college must have a clear policy on the consequences for a student if found breaching the Smokefree policy. These consequences must be determined after consultation with students, welfare and teaching staff and communicated fully throughout the school/college. If appropriate, young people should be directed to Stop Smoking support services.

School and college site may be used by other groups out of daytime hours

College and school sites are often used by other community groups outside of normal daytime hours. It is important that the setting communicates the policy with these groups, making it clear that the entire site is now smokefree.

Residential Trips

From time to time, the smokefree policy may need to extend beyond the setting. When residential field trips take place, it is important to make policy clear before departure. Whilst it is recommended that smoking is not permitted on field trips, the setting also needs to acknowledge that for some young smokers this may be particularly challenging. Under these circumstances, more heavily addicted smokers should be encouraged to use appropriate nicotine replacement therapy while away. Where this is not possible, the safety of students should be paramount. It may be necessary for these students to smoke in a designated outside area that is identified as safe. To prevent students from socialising in this area and to discourage them from smoking, numbers of students allowed to use the area at any one time should be strictly limited.