

## **28. NO-SMOKING**

### **Policy statement**

At ASK Kindergarten & Clubs (ASK) we comply with health and safety regulations and the Safeguarding and Welfare Requirements of the Early Years Foundation Stage in making our setting a no-smoking environment, both indoors and outdoors.

### **Procedures**

- All members of staff, parents and volunteers are made aware of our no-smoking policy.
- No-smoking signs are displayed.
- The no-smoking policy is stated in information for parents.
- We actively encourage no-smoking by having information for parents and members of staff about where to get help to stop smoking if they are seeking this information.
- Members of staff who smoke do not do so during working hours, unless on a break and off the premises.
- Members of staff who smoke during their break make every effort to reduce the effect of the odour and lingering effects of passive smoking for children and colleagues.
- Members of staff who smoke during working hours and travelling to and from work must not do so whilst wearing the clothes they wear at ASK, or must at least cover the clothes.
- Use of e-cigarettes is not permitted on the premises.
- Members of staff who smoke or use e-cigarettes during their scheduled breaks must go well away from the premises.
- Members of staff who smoke during their break must make every effort to reduce the effects of odour and passive smoking for children and colleagues.
- Members of staff are made aware that failure to adhere to this policy and procedures may result in disciplinary action.
- It is an offence for employees to smoke in smoke-free areas with a fixed penalty of £50, or prosecution and a fine of up to £200.

### **Legal framework**

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