

	Policy
	Policy Category: HEALTH AND SAFETY
	Date Created: November 2016
	Policy Name: Smoke/Vape-Free Policy

The purpose of this policy is to outline our centre's approach to maintaining a smoke- and vape-free environment and in so doing comply with Licensing Criterion HS33.

This policy covers both smoking and "vaping". While vaping does not involve tobacco, it echoes the practice of smoking and therefore demonstrates social behaviour our centre does not accept.

Position Statement

At Grow we will prevent the detrimental effect of other people's smoking or vaping on the health of all adults and children here.

Smoking or vaping at Grow is not permitted inside or outside at any time and on any day.

We have signs that clearly state NO SMOKING/VAPING is permitted on the premises at any time on any day and will enforce this rule.

Detail

General:

- No one is allowed to smoke or vape on centre property, whether inside or outside of our premises
- Cigarette butts are not to be discarded on centre property, as these can easily be picked up by children
- Staff are not permitted to smoke or vape on centre property. If staff wish to smoke or vape during breaks, they must do so away from the centre premises and must take steps to ensure their attire does not carry an odour of smoking with it upon their return. We recommend a change of clothes. Staff who carry with them a noticeable smoking odour will be asked to go home and change, with the time taken for this to be unpaid.
- Appropriate "No Smoking/Vaping" signage will be on display in the approach to and reception areas of the centre.
- Parents are not permitted to smoke or vape on centre property.

All staff members have a duty to report to the Manager or Person Responsible immediately, where they have reason to suspect any adult, staff member, visitor or child, will or is attempting to light or use a cigarette or any other device or product that creates smoke (a 'smoker') in a prohibited area.

Where the Manager or Person Responsible has reason to believe that a 'person who is smoking' is attempting to come onto, or is present in a prohibited area, then they will advise that person that their presence and action is unlawful ('the centre has a no smoking/vaping policy') and if they persist then they are to be told they are to leave that area immediately and/or put out the cause of the smoke.

Review

Review annually or when there is a significant change in the area of the policy topic.

Authorised:	Vikki Cooper
Date:	
Review Date:	August 2024
Consultation Undertaken:	