

Covingham Roundabout Pre-School Ltd

**8.7 No-smoking**

**Policy statement**

We comply with health and safety regulations and the Safeguarding and Welfare Requirements of the EYFS in making our setting a no-smoking environment - both indoor and outdoor.

**Procedures**

* All staff, parents and volunteers are made aware of our no-smoking policy.
* We display no-smoking signs.
* The no-smoking policy is stated in our information for parents.
* Staff who smoke do not do so during working hours. Unless on a break and off the premises.
* Staff who smoke during working hours and travelling to and from work must not do so whilst wearing a setting uniform, or must at least cover the uniform.
* E-cigarettes are not permitted to be used on the premises.
* Staff who smoke or use e-cigarettes during their scheduled breaks go well away from the premises.
* Staff who smoke during their break make every effort to reduce the effects of odour and passive smoking for children and colleagues
* Smoking is not permitted in any vehicles belonging to the setting.
* Staff are made aware that failure to adhere to this policy and procedures may result in disciplinary action.
* It is a criminal 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)

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| This policy was adopted at a meeting of | Covingham Roundabout Pre-School Ltd |  |
| Held on | 30/09/2019 |  |
| Date to be reviewed | 30/09/2020 |  |
| Signed on behalf of the management committee |  | |
| Name of signatory | Sarah Randall & Paul Randall | |
| Role of signatory (e.g. chair/owner) | Directors | |