**TRING STEPPING STONES PRE-SCHOOL**

**No-smoking Policy**

**Policy statement**

We comply with health and safety regulations and the 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, the policy is available on our website and in the policy file which parents/carers are welcome to view.
* We display no-smoking signs in the pre-school hall and in the foyer.
* We actively encourage no-smoking by sourcing information for parents and staff about where to get help to stop smoking if they are seeking this information.
* Staff who smoke do not do so during contracted working hours.
* Staff that smoke must do so outside of the pre-school building/outdoor area and not during working hours.
* Staff who smoke before or after work must not do so in setting uniform or at least fully cover their uniform. They will wash their hands before starting work and make every effort to reduce the effect of the odour and lingering effects of passive smoking for children and colleagues.
* E-cigarettes and Vapes are also not permitted to be used on the premises
* Staff must keep their cigarettes, E- cigarettes or Vapes out of sight of children; securely in their bags which will be kept out of children's reach in the kitchen or pre-school cupboard during the morning.
* 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.
* All visitors to the setting are made aware of our no-smoking policy and we request that their smoking materials are kept away from the children, either in the kitchen or the cupboard during their visit.
* If there are members of the public smoking within the vicinity of our outdoor play area whilst the children are outside we will do our best to politely ask them to move away.

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| This policy was adopted at a meeting of | Tring Stepping Stones Pre-school | |  | |
| Held on |  |  | |
| Date to be reviewed | **April 2025** |  | |
| Signed on behalf of the management committee |  | | |
| Name of signatory |  | | |
| Role of signatory (e.g. chair/owner) |  | | |

|  |  |  |
| --- | --- | --- |
| **Staff name** | **Staff signature** | **Date** |
| **Lucy Brittain** |  |  |
| **Nicola Poulton** |  |  |
| **Nicola Reynolds** |  |  |
| **Kim Smith** |  |  |
| **Jo Davis** |  |  |

**2012 review- added a statement saying that any staff member that smokes can only do so after the hall has been set up/packed away**

**2013 review- added that we would ask members of the public leave the vicinity if they’re smoking near preschool.**

**2015 review – added that staff do not smoke during contractual hours and also visitors are made aware of our policy etc.**

**April 2016- added that staff should cover up uniform if smoking on a break, E-cigarettes are not permitted and failure to follow the policy will result in a disciplinary action.**

**April 2017 review- no changes**

**June 2018- added parents and volunteers re made aware of our no smoking policy**

**Staff bags kept out of children’s reach in kitchen or pre-school cupboard.**

**Staff who smoke travelling to or from work must not do so in setting uniform or must fully cover the uniform.**

** 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.**

**June 2019 – no changes**

**April 2020- no changes**

**March 2022**

**- no changes**

**April 2023 – no changes**

**April 2024 – changed wording from policy file in foyer to policy file which parents/carers are welcome to view. Changed wording around info for non-smoking as we do not have stock of leaflets etc but would be happy to source if required. Added reference to Vapes. Updated staff list.**