



# The Kemnal Academies Trust

## Smoke Free Policy

Version: 2.0  
Last reviewed: February 2022  
Next review: February 2025

**PLEASE NOTE THAT ONCE PRINTED THIS IS NO LONGER A CONTROLLED DOCUMENT. PLEASE REFER TO THE INTRANET FOR THE MOST UP TO DATE VERSION.**

# Contents

## Page numbers

1. <a href="#">Introduction</a>	2
2. <a href="#">TKAT Visions and Values</a>	2
3. <a href="#">Equality, Diversity and Inclusion</a>	2-3
4. <a href="#">Scope</a>	3
5. <a href="#">Prohibition on smoking</a>	3
6. <a href="#">Signage</a>	3
7. <a href="#">Implementation of the policy</a>	4
8. <a href="#">Support for employees to give up smoking</a>	4
9. <a href="#">Maintaining this policy</a>	4

# 1. Introduction

1.1. In provisions made under the Health Act 2006, all enclosed workplaces and public places are legally required to be smoke free. TKAT has therefore developed and enforces a dedicated smoke free policy, conforming to the requirements of the smoke-free legislation and extending the smoke free policy to all areas of TKAT premises.

1.2. This policy is therefore designed to:

- Provide a healthy environment on the Trust's premises including grounds;
- Support employees who wish to stop smoking altogether
- Promoting smoking cessation and being mindful of the impact smoking has on the environment surrounding Trust Sites.

# 2. TKAT Visions and Values

2.1. The Kemnal Academies Trust (TKAT) aims to foster a culture of the highest professional standards and safeguarding in line with the Trust's purpose, vision and values.

## **Vision**

Within our TKAT family of schools the shared and common purpose is to ensure that all pupils, regardless of the traditional barriers to success, have the opportunities and resources to achieve their academic and career aspirations within a safe, inclusive and ambitious organisation. TKAT is committed to providing outstanding teaching and learning to enable all pupils to meet the challenges of the twenty-first century.

## **Values**

A community of learners who share the mindset of success and are driven by the prospect of opportunity for all. An environment of aspiration, respect and openness, enabling employees and students to thrive.

The TKAT family :

- Works together inclusively
- Respects and cares for each other
- Has ambition and is aspirational for all

# 3. Equality, Diversity and Inclusion

3.1. The trust is committed to:

- Promoting equality and diversity in its policies, procedures, TKAT toolkits and other relevant guidance, adhering to the Equality Act 2010.
- Delivering high quality teaching and services that meet the diverse needs of its student population and its workforce, ensuring that no individual or group is disadvantaged.
- Conditions that are identified during processes may meet the definition of an 'impairment' under the Equality Act and therefore careful consideration must be given to accommodate reasonable adjustments in the workplace.

Should any employee require any reasonable adjustments throughout any identified process within this policy, they should notify the relevant Manager and TKAT HR team.

## 4. Scope

- 4.1. This policy applies to all employees, contractors (including agency and other contract workers), schools, visitors, volunteers and anyone else affected by the Trust's operations. This policy and its mandatory application will be communicated to all employees, sub-contractors, visitors and interested parties. Students not complying with the no-smoking expectations will be dealt with under the School's Behaviour Policy.

## 5. Prohibition on smoking

- 5.1. Smoking of any kind is strictly prohibited on all parts of the Trust/School premises including entrances or anywhere on its grounds. This includes the smoking of traditional tobacco cigarettes, herbal cigarettes, electronic cigarettes and other vaping products.
- 5.2. Smoking is not permitted in vehicles which belong to or are being leased by the Trust or School.
- 5.3. This policy is not intended to prevent employees from smoking in their own time e.g. during official unpaid breaks such as lunchtime. However, smoking in TKAT/ School buildings and grounds will not be permitted even during these official breaks.

## 6. Signage

- 6.1. TKAT/Schools will display signs that make it clear that smoking is prohibited on its premises and will be located at all main entrances to schools including the TKAT central office.

- 6.2. Managers and other persons in control of premises are responsible for monitoring the condition and display of “No Smoking” signage and ensuring this is appropriately displayed.

## 7. Implementation of the policy

- 7.1. All Headteachers/ Managers will be responsible for the promotion and maintenance of the policy by their employees. It is however the responsibility of all employees to inform the appropriate Headteacher/ Manager of anyone who fails to adhere to this policy.
- 7.2. Any infringement of these rules by an employee may constitute a serious breach in the Trust’s policy which may result in appropriate disciplinary action including dismissal and will be dealt with in accordance with the organisation’s disciplinary procedure.
- 7.3. Employees are also reminded that 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.
- 7.4. Visitors and non-employees observed smoking on premises will be reminded of the no-smoking policy and asked to respect this or leave the premises. Where this proves problematic, schools can use their procedure for dealing with inappropriate behaviour on its premises.

## 8. Support for employees to give up smoking

- 8.1. The Trust recognises that smoking is an addiction and that the smoke-free policy will impact on smokers’ working lives. The Trust will support employees who want to stop smoking and help employees adjust to this change. Employees can also seek advice from their local NHS Stop Smoking Service, their GP or other recognised method of smoking cessation.

## 9. Maintaining this policy

- 9.1. The Trust will monitor and review the effectiveness of this policy and its general compliance within the organisation.
- 9.2. This policy will be kept up to date and amended accordingly to reflect any changes in response to revised legislation and applicable standards and guidelines.