



Bizzy Bees Pre-School
Memorial Hall Bedford Road
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Charity Number: 1028710

8.7 No-smoking

Policy statement

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 staff, parents and volunteers are made aware of our No-smoking Policy.
- No-smoking signs are displayed prominently.
- The No-smoking Policy is stated in information for parents and staff.
- We actively encourage no-smoking by having 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 working hours, unless on a scheduled 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 to the far corner of the grassed area near the large tree or well away from the premises; should not be at the front of 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)

This policy was adopted at a meeting of	<u>Bizzy Bees Pre-School</u>	<i>(name of provider)</i>
Held on	<u>19th September 2016</u>	<i>(date)</i>
Date to be reviewed	<u>September 2018</u>	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	<u>Emma Brett</u>	
Role of signatory (e.g. chair, director or owner)	<u>Chairperson</u>	