



# CENTRAL@RLK

## POLICIES AND PROCEDURES

### 8.7 - NO SMOKING

#### Policy statement

Central@RLK complies 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 indoor and outdoor.

#### Procedures

- All staff, parents and volunteers are made aware of our no-smoking policy.
- Central@RLK displays no-smoking signs.
- The no-smoking policy is stated in our information to parents.
- Central@RLK actively encourages no-smoking by providing links on our website for parents and staff about where to get help to stop smoking if they are seeking this information.
- Staff members, volunteers and students who smoke do not do so during working hours, unless on a break and off the premises.
- Staff members, volunteers and students who smoke during their break make every effort to reduce the effect of the odour and lingering effects of passive smoking for children and colleagues. They are expected to change out of their uniform before leaving the premises and change back into it when they return.
- Staff are expected to abstain from smoking whilst wearing their Central@RLK uniform, whether this be on a break or whilst walking to or home from work.

#### **Legal framework:**

- The Smoke-free (Premises Enforcement) Regulations 2006
- The Smoke-free (Signs) Regulations 2012

#### **Other useful Pre-school Learning Alliance Publications:**

- Daily Register and Outings Record (2012)
- Managing Risk (2009)

This policy was adopted at a meeting of	Central@RLK
Held on	27 <sup>th</sup> July 2015
Date to be reviewed	July 2016
Signed on behalf of the management committee	
Name of signatory	Rebecca Davies
Role of signatory (e.g. chair/owner)	Chairperson