



## PUDDLEDUCKS Nursery & 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.
- We display no-smoking signs prominently
- The no-smoking policy is stated in our information brochure 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 break and off the premises
- Staff who smoke during their break make every effort to reduce the effect of the odor and lingering effects of passive smoking for children and colleagues.
- E-Cigarettes are not permitted on the premises. Staff who smoke or use e-cigarettes during their scheduled breaks are to go well away from the premises
- 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 reviewed December 2018. Date of next review December 2019.