

**General Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment**

Providers must have a no-smoking policy, and must prevent smoking in a room, or outside play area, when children are present or about to be present.



## 29. No-smoking

### Ducklings pre-school policy statement

We comply with health and safety regulations and the Safeguarding and Welfare Requirements of the Early Years Foundation Stage in making our pre-school 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.
- A copy of the no-smoking policy is in our information pack for new parents/carers.
- We actively encourage no-smoking by obtaining 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 Ducklings 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 brick storage buildings at the top end of the car park.
- Staff 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.
- 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 no smoking policy was adopted by	NGCA Ducklings pre-school
On	27 <sup>th</sup> March 2023
Date to be reviewed	26 <sup>th</sup> March 2024
Signed on behalf of the management committee	
Name of signatory	Tristan Woolfenden
Role of signatory	Chairperson