



**Onside Education  
Staff Smoking, Vaping  
and Tobacco Policy 2025**

## 1. Policy Statement

Onside Education is committed to providing a safe, healthy, and smoke-free environment for all students, staff, and visitors.

As part of our commitment to promoting wellbeing and modelling positive behaviour, smoking and vaping are **strictly prohibited on all Onside Education premises, vehicles, and during any offsite activities involving students.**

This policy supports our duty of care under the Health and Safety at Work Act 1974 and The Health Act 2006 (Smoke-Free Premises Regulations), as well as our aim to promote the health and welfare of all members of our community.

## 2. Aims of the Policy

- To protect all staff, students, and visitors from exposure to second-hand smoke.
- To ensure compliance with current smoke-free legislation.
- To promote a culture of health, wellbeing, and respect across Onside Education.
- To provide clear guidance for staff regarding smoking, vaping, and tobacco use.

## 3. Scope

This policy applies to:

- All **employees**, including part-time, agency, and temporary staff.
- All **visitors, contractors, and volunteers.**
- All **students** attending Onside Education programmes.
- All **premises, vehicles, and outdoor areas** under the control of Onside Education.

## 4. Definitions

- **Smoking** includes the use of cigarettes, cigars, pipes, e-cigarettes, vapes, and any other tobacco or nicotine-based product.

- **Premises** include all buildings, classrooms, toilets, corridors, car parks, playgrounds, vehicles, and external spaces belonging to or used by Onside Education.

## 5. Policy Requirements

### 5.1 Onsite Smoking and Vaping

- Smoking and vaping are **not permitted** anywhere on Onside Education sites – indoors or outdoors.
- This includes entrances, car parks, sports areas, external teaching spaces, and any area visible to students.
- All Onside Education vehicles are **designated smoke-free**.
- Staff who wish to smoke must do so **offsite and out of view of students**.

### 5.2 Offsite Activities and Educational Visits

- Staff must **not smoke or vape** while supervising students offsite or during any time when representing Onside Education.
- Staff are expected to model positive behaviour in line with the organisation's health and wellbeing values.

### 5.3 Break Times

- Staff choosing to smoke during breaks must:
  - Leave the premises entirely.
  - Remove any visible lanyards or identification badges.
  - Dispose of cigarettes or vaping materials responsibly (no littering).

### 5.4 Visitors, Contractors and Volunteers

- All visitors and contractors will be informed that Onside Education operates a **no smoking and no vaping policy**.
- Signage will be displayed clearly at all entrances and around the premises.
- Staff are responsible for politely reminding visitors of this policy when necessary.

## 6. Support for Staff

Onside Education recognises that smoking and nicotine use are addictions. Staff who wish to stop smoking or vaping will be supported to access:

- **NHS Smoke-Free Services** ([www.nhs.uk/smokefree](http://www.nhs.uk/smokefree))
- Local **stop-smoking clinics or GP referral programmes**
- Advice from HR or Wellbeing Lead on support options

No staff member will be discriminated against for seeking help or support in quitting smoking.

## **7. Enforcement and Breaches**

- Breaches of this policy will be handled under the organisation's Staff Code of Conduct or Disciplinary Policy.
- Persistent disregard for the policy may result in formal action.
- Smoking on premises may also lead to enforcement under the Health Act 2006 by local authorities.

## **8. Monitoring and Review**

- The Directors will review this policy annually or following any relevant changes in legislation.
- The policy's effectiveness will be monitored through staff feedback, site inspections, and compliance checks.

## **9. Communication**

- The policy will be included in the **Staff Induction Pack** and discussed as part of staff onboarding.
- Signage stating "No Smoking or Vaping on Site" will be displayed prominently.
- Staff reminders may be issued periodically, especially during student intake or policy reviews.

## **10. Related Policies**

- Health and Safety Policy
- Staff Code of Conduct
- Wellbeing and Mental Health Policy
- Safeguarding and Child Protection Policy

