Education & Youth

Whole School Smoke-free Premises Policy

Model Policy for all primary school provision including specialist school and pupil referral unit (PRU). This policy sets out the approach to Smoke-free premises in Flintshire.

To be completed by Education & Youth:

Original policy developed by	Learning Advisor – Health, Wellbeing & Safeguarding
Date Original policy issued to Flintshire schools	March 2026
Date of last amendment	
Version	1
Date adopted by Education & Youth SMT	March 2026
Date of next review	March 2029

To be completed by the school:

School	Ysgol Bryn Deva
Date policy approved by Governing body	This policy was approved by the School's Governing Body on:
Review frequency	Bi-annually
Review date	*March 2026*
Chair of Governors Declaration	*Mark Sephton*
Headteacher Declaration	*Karen Burrows*

Accessible Formats This document is available in English and Welsh in Microsoft Word and pdf formats in Arial font size 12 as standard. Other accessible formats including large print, Braille, BSL DVD, easy-read, audio and electronic formats, and other languages can

be made available upon request To request a copy of this document in an accessible format contact bdmail@hwbcymru.net or visit our website www.bryndeva.co.uk

1. Overview & Introduction

1.1 Ysgol Bryn Deva is a Smoke-free school. This policy prohibits smoking, including the use of e-cigarettes or other tobacco products on any part of the school's premises, associated school grounds or school vehicles. There are no designated smoking//vaping areas within the school buildings or grounds.

Throughout this policy, references to e-cigarettes shall be taken to include vaping devices, vape pens, disposable vapes, pod systems and any other electronic nicotine delivery systems.

This Smoke-free policy applies to all events/activities held in Ysgol Bryn Deva. This policy applies to everyone using the school premises or vehicles and all vehicles used on school business to transport school staff or learners. This also includes before or after school meetings / training / events which are attended by school employees as part of their work and/or visitors to such meetings/events.

No Smoking//vaping signs must be displayed in a prominent position at, or near entrances to Smoke-free premises and grounds.

For the purposes of this Smoke-free policy, e-cigarettes shall be classed in the same manner as smoking. This includes prohibiting the use of e-cigarettes in all school buildings, grounds and vehicles.

All staff and governors at Ysgol Bryn Deva are responsible for supporting a Smoke-free premises; monitoring compliance with the policy and acting on concerns arising from smoking behaviours.

Smoking//vaping on school grounds can result in a fixed penalty fine of £100.

When smoking//vaping cessation is required, persons will be signposted to the national smoking cessation service, Help Me Quit (HMQ). Contact HMQ by phone – 0800 085 2219 or via the HMQ website – www.helpmequit.wales

A Learner Friendly version of this policy can be found in appendix 1.

1.2 Legislative Context

This policy has been developed with reference to the following legislation:

- The Smoke-free Premises and Vehicles (Wales) Regulations (2020)
- Smoke-free Premises etc., (Wales) Regulations (2007)
- NICE Guidance PH23, Smoking Prevention in Schools (2010)
- Welsh Government: Guidance for Substance Misuse Education (2013)

- Curriculum and Assessment (Wales) Act (2020) / Curriculum for Wales Guidance

The Smoke-free Premises etc. (Wales) Regulations 2007 were introduced to protect people from the harmful effects of second-hand smoke by banning smoking in 'enclosed' or 'substantially enclosed' public places, including workplaces and vehicles. The Regulations were amended in 2015 to require cars carrying children to be Smoke-free.

The 2007 Regulations were replaced by the Smoke-free Premises and Vehicles (Wales) Regulations 2020, made under the Public Health (Wales) Act 2017. The Act re-stated the existing restrictions on smoking. It also extended the smoking ban to outdoor childcare settings, school grounds*, public playgrounds, and hospital grounds. This came into force on 1 March 2021 and it is now illegal to smoke on school grounds.

*School grounds are defined as *'those that are not enclosed or substantially enclosed and are used exclusively or mainly, by the school for education, sporting or recreational purposes'* in 'Smoke-free law: Guidance on changes from March 2021'

Smoking is the main cause of premature death in Wales. The regulations have been introduced to reduce second-hand smoke, prevent smoking-related diseases, de-normalise smoking//vaping and save lives. The Welsh Government's ambition is for Wales to be Smoke-free by 2030 achieving a smoking prevalence rate in adults of 5% or less over the next eight years. A prevalence of 5% is understood to be the threshold at which the tobacco smoking epidemic would become unsustainable. This is identified in the Tobacco Control Strategy for Wales 2022: https://gov.wales/tobacco-control-strategy-wales

1.3 Related Policies

In addition to this Smoke-free policy, there are other policies that also have relevance which Ysgol Bryn Deva will monitor to ensure there is consistency and coherence in the way we effectively safeguard our learners. Examples of other relevant school policies include:

- Safeguarding Policy
- Substance Misuse Policy
- Behaviour Policy
- Challenging Bullying Policy
- Health and Safety Policy
- Planning and approval procedures for Educational Visits
- Disciplinary policy
- Staff Code of Conduct
- Complaints Policy

1.4 Policy Development

Staff, governors, learners, parents/carers and members of the wider school community including outside agencies, have been consulted in the development of this policy and practice in relation to smoking and vaping.

1.5 Dissemination

This Smoke-free policy is widely publicised to staff, learners and the whole-school community at Ysgol Bryn Deva, including contractors, other workers and visitors.

The Smoke-free policy should be referenced as part of staff appointments, contracts, staff induction, staff handbook, prospectus, and the school website. It should also be included in contracts for those hiring the use of the school premises.

2. Aims and Objectives

2.1 The Aims of the Smoke-free policy are:

- to provide a smoke and vape-free environment, protecting the right of learners, staff, parents and visitors to not be exposed to second-hand smoke.
- to improve the health of the whole school community
- to contribute towards the de-normalisation of smoking and vaping amongst children and young people
- to adopt and support education and interventions that aim to prevent the uptake of smoking amongst the learners, staff, parents/carers, contractors and members of the wider community.

2.2. The Objectives of the Smoke-free policy are:

- to comply with Chapter 1 of Part 3 of the Public Health (Wales) Act 2017 and the Smoke-free Premises and Vehicles (Wales) Regulations 2020.
- to ensure ‘No Smoking signs’ are displayed in a prominent position at, or near each entrance to any Smoke-free premises and grounds so everyone is aware.
- to educate the whole school community on the benefits of being Smoke-free and the risks associated with smoking & second-hand smoke.
- to reduce smoking-related litter on the school grounds and around school gates.
- to meet the Welsh Network of Healthy Schools Schemes criteria for Substance Use and Misuse.

3. Rationale

Smoking//vaping is associated with a wide variety of diseases and is the largest single cause of avoidable early death in Wales. Exposure to second-hand smoke (smoke from other people's cigarettes) can also have a negative impact on health, and is particularly harmful to children, leading to conditions including middle-ear disease, asthma and allergies (Welsh Government: A Smoke Free Wales 2021).

All members of our school community have the right to work and learn in a Smoke-free environment. Smoke-free school grounds support smoking prevention, cessation and the ongoing reduction in the number of people smoking in Wales. It aims to reduce children and young people's exposure to smoking; de-normalises the behaviour; reduces their likelihood of taking smoking//vaping up and supports ex-smokers to remain Smoke-free.

The 2024 Primary School Health Research Network (SHRN) report for Flintshire shows that 5% of Year 5 learners and 3% of Year 6 learners reported having tried vaping, with both figures just below the national average. Despite this, early exposure remains a concern, as the earlier a person starts smoking or vaping, the more likely they are to continue and experience greater health risks. Educating all learners about the dangers of smoking and vaping is therefore essential in equipping them with the knowledge and skills to make informed decisions about their health behaviours.

A whole-school Smoke-free policy; adult and peer led smoking prevention interventions; and staff training and development, are all included in the National Institute for Health and Care Excellence (NICE) recommendations for smoking prevention in schools.

E-cigarettes are included in this policy because:

- there are no benefits to children and young people using e-cigarettes.
- they may normalise smoking for those who have never smoked and influence their uptake of similar behaviours.
- young people who have not previously smoked cigarettes may try e-cigarettes or be influenced by adults vaping
- mixed messages around e-cigarettes and their various flavours may attract young people to using them
- they do not provide recognised health benefits while introducing negative consequences including undermining the enforcement of the Smoke-free policy. Smoke-free School Grounds, Smoke-free School Gates and a lack of visibly smoking / vaping school staff, visitors and parents / carers, provides a healthy environment and positive role models for learners. This contributes to the development of a health-promoting school and learners' healthy behaviours.

4. Roles and Responsibilities

4.1 Responsibilities of the Headteacher

The person who controls or is concerned with the management of the school grounds must take reasonable steps to stop a person who is smoking//vaping there from smoking//vaping. The implementation of this policy is used to support this responsibility. The Headteacher will:

- work with the governing body to ensure compliance with this policy, and keep them informed of provision, issues and progress around smoking
- allocate responsibility to a designated staff member for a whole school approach to being a Smoke-free school
- ensure records of incidents are maintained and reviewed
- ensure there is adequate training and resources for all staff involved in the delivery of this policy
- share intelligence with relevant partners including Flintshire County Council Trading Standards about illicit tobacco
- manage any media interest or enquiries regarding tobacco / e cigarettes and refer these to the Councils Corporate Communications team.

4.2 Responsibilities of the governing body
The governing body will:

- ensure that Ysgol Bryn Deva complies with Welsh Government legislation
- involve families, learners, health and other professionals to ensure that smoking is addressed within the curriculum, which meets the needs of learners and reflects local issues and trends
- ensure that there is regular evaluation of provision and policy
- be involved in disciplinary proceedings as and when required.

4.3 Responsibilities of the designated staff member for a whole school approach to being a Smoke-free school (Health & Well-being Lead/ Healthy Schools Coordinator)
The designated staff member will:

- ensure that there is a quality whole school, skills based and age-appropriate Smoke-free education programme in place
- consult with learners about what they need or would like to learn
- formulate the programme of study and liaise with colleagues to ensure provision across the whole school
- monitor and evaluate the programme of study
- liaise with outside agencies and coordinate their involvement with Smoke-free education
- ensure services are signposted accordingly.

4.4 Responsibilities of all Staff
All staff at Ysgol Bryn Deva school will:

- support a Smoke-free school by familiarising themselves with the contents of this policy
- refrain from smoking in view of learners during school hours (or just before/after) even if they are not on the school site, in order not to portray smoking as acceptable and particularly since they may be viewed as role models by learners.
- report illicit tobacco intelligence to the headteacher
- follow safeguarding procedures for learners involved in smoking/ tobacco related incidents
- remain present at all times when outside agencies deliver educational sessions with learners
- are supported & are authorised to ask others including non-employees to adhere to the policy.
- not report incidents and/ or issues concerning tobacco use to the local press or media generally.

4.5 Outside Agencies

Whilst the responsibility for organising and delivering the curriculum rests with the school, there may be times when an external contributor can add value and bring additional experience. The School Nurse (amend as appropriate) may provide support, advice and signposting to the school community on smoking related issues and will emphasise the Smoke-free message and culture of the school in all aspects of work carried out.
Any outside agency will:

- be familiar with Ysgol Bryn Deva Smoke-free policy when planning and delivering sessions at the school
- Adhere to the Smoke-free policy.

4.6 Parents & Carers

Parents and carers will:

- respect the Smoke-free policy and not smoke or vape on school grounds
- not smoke at entrances and exits to school site whilst delivering or collecting their child to avoid portraying smoking as acceptable to children and young people
- not smoke in a vehicle carrying a child (person under the age of 18 years old). This is in line with current legislation.
- feel empowered to access non-judgemental & free support offered through the school
- support their child to adhere to the Smoke-free policy
- feel encouraged and supported to be actively involved in their child's Smoke-free education

5. Providing a Smoke-free Environment

5.1 School Premises

- Smoking//vaping is not permitted on any part of the school's premises and associated school grounds *or in the buildings including toilets, corridors, staff rooms, car parks and playing field.* There are no designated smoking areas within the school buildings or grounds.
- The Smoke-free requirements will not apply to a dwelling that is within a school grounds. For example, the garden of a caretaker's house within the school grounds would not be required to be Smoke-free.
- Providing a smoke-free environment will reduce smoking related litter in and around the school premises.
- Statutory No Smoking signage will be displayed in school areas to create a positive visual message which supports a Smoke-free working and learning environment.
- Posters are displayed for parents/carers, staff and visitors to see and help support those who are thinking about a quit attempt.
- The school will support smoking//vaping staff to quit by displaying the Help Me Quit helpline number in the staffroom (0800 0852219) https://www.helpmequit.wales/

5.2 Visits

- The Smoke-free policy applies to all events/activities held in the school, including before or after school sessions which are attended by school employees as part of their work and/or visitors to such meetings/events.
- This policy applies when learners are taken off site for any reason, e.g. school excursions.

5.3 Transport

- This policy applies to everyone using the school premises or vehicles and all vehicles used on school business to transport school staff or learners.
- It is against the law to smoke in a vehicle that is used wholly or mainly for work purposes or carries learners or members of the public. 'No smoking' signs are required to be displayed.
- Smoking is not permitted in any school vehicle, nor is it permitted in any commercial vehicle transporting learners on school journeys/ educational trips in accordance with the legislation
- Staff are not permitted to smoke or vape in their own vehicles when carrying passengers on behalf of the school and are reminded that it is illegal to smoke in a car with a person under the age of 18 present.

6. Curriculum

At Ysgol Bryn Deva we are committed to creating a Smoke-free and vape-free environment while developing learners' knowledge, attitudes and skills in decision making around smoking//vaping. We will ensure that Smoke-free education is part of a broad and balanced health and well-being curriculum.

A range of age-appropriate methodologies will be used to deliver Smoke-free education with the aim to prevent the uptake of smoking. Education will include equipping learners with the knowledge and practical skills to make informed positive health choices in relation to smoking. At Ysgol Bryn Deva, we have regular PSHE activities taught through the Jigsaw programme and additional input from the Police Liaison Officer.

6.1 Curriculum for Wales 2022

Below, the What Matters Statements & Progression Steps within the Health & Well-being Area of Learning and Experience are identified where they link to Substance Misuse:

Statement of What Matters: Developing physical health and well-being has lifelong benefits	
Progression Step 1:	I am beginning to recognise some of the behaviours, conditions and situations that affect my physical health and well-being and I am beginning to know how to respond and get help.
Progression Step 2:	I can recognise some of the behaviours, conditions and situations that affect my physical health and well-being, and I know how to respond and get help in a safe way.
Progression Step 3:	I can describe the behaviours, conditions and situations that affect my physical health and well-being, and I know how to respond to and/or manage these in order to actively reduce the risk of harm to myself.
What are the range of experiences and activities that can support learners to enjoy lifelong physical activity and care for themselves and others?	
Learners should be supported to develop positive behaviours in their wider physical health and well-being. This could relate to a range of factors, including diet, **substances,** hygiene, infection, the physical environment, sleep and rest. Settings, schools and practitioners should consider what experiences will support learners to understand how these factors can influence their health and well-being, develop the skills to support healthy behaviours relating to these factors, and the confidence and motivation to support those behaviours for life.	

Statement of What Matters: Our decision-making impacts on the quality of our lives and the lives of others	
Progression Step 1:	I have an understanding that things can be safe or unsafe.
Progression Step 2:	I can identify and assess risks.
Progression Step 3:	I can make considered decisions, taking into account available information, including past experiences. I can recognise that some decisions I make will have a long-term impact on my life and the lives of others. I can understand that decisions can be made individually and collectively, and that they can be influenced by a range of factors**.**

6.2. Curriculum Resources

PSHE programme – Jigsaw

Police Liaison officers

Regular safeguarding days

6.3 Monitoring and review

The Health & Wellbeing Lead will ensure that a planned and co-ordinated programme of Smoke-free education is in place which is evaluated as part of the Health & Wellbeing provision. Lesson content, outside agency input, and use of resources will be evaluated by both staff and learners.

7. Procedures

7.1 Guidance for managing a smoking incident

The following procedures will apply when there is non-compliance with the Smoke-free policy. The flowchart identifies key principles to inform a response to a smoking incident which is consistent with the ethos of Ysgol Bryn Deva.

The school's Behaviour policy (learners) and Disciplinary policy (staff) will be applied in conjunction with this policy as necessary.

The response to a smoking incident should be proportionate, balancing the needs of the individual with those of the wider school community. The aim should be to provide learners with opportunities to learn from their mistakes, develop as individuals and re-engage with the learning process to fulfil their potential. Learners will be offered the same opportunities for support as those using any other type of substance (refer to Substance Misuse policy).

A learner is found smoking /vaping by a member of staff.

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Consideration to be given to the immediate safety of the learner and the area (be aware of a learner trying to conceal a lit cigarette or throwing away a lit cigarette for example).

↓

Member of staff member to reinforce the Smoke-free policy which applies to the whole site. A verbal warning is given about the breach of the school rule and the school's procedures for managing a smoking related incident will now apply. Confiscate in front of witness and secure substance.

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A member of Designated Safeguarding Person (DSP) will determine if there are any safeguarding concerns

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Member of staff to record incident – state here where e.g. CPOMS or (example forms in appendix 3).

↓

Contact parents – see appendix 4

↓

Determine appropriate sanction in line with school behaviour policy.

The response will depend on the type and degree of risk, with some situations will require **immediate action,** for example:

Supplying	Action
Illegal tobacco is being supplied on, or near premises to underage learners	• Report to SMT • Contact School Police Officer (SPO) • Report to Trading Standards

7.2 Confiscating

Where tobacco / e-cigarette is found or recovered within the confines of the school OR if a member of staff wishes to confiscate tobacco or e cigarettes they will:

- Confiscate the tobacco / vape and place in a bag
- Ensure that the seizure is witnessed in corroboration with another member of staff
- Ensure tobacco / vape is disposed of appropriately in consultation with SPO.

For Searching Learners please refer to the School Crime Beat Protocol: https://padlet.com/healthyschools1/fcc-schools-safeguarding-in-education-25-26-krp8l5ogjjmkcfud

7.3 Police Involvement

The school will contact the dedicated School Police Officer (SPOs) and /or the Neighbourhood Beat Officers (NBOs) for advice if required. The SPO will have a good knowledge of and be able to provide a direct link to other specialist police departments where necessary. If the situation is an emergency, then a 999 call will be made.

7.4 Recording of Incidents

At Ysgol Bryn Deva accurate factual records of all tobacco related incidents are recorded using Appendix 3 **Record of Substance Related Incident** Learner records on CPOMS are updated accordingly.

7.5 Out of School Procedures

Ysgol Bryn Deva has no role in dealing with tobacco /vaping incidents outside of school hours and premises other than on school trips. On educational trips, including residential, the school Smoke-free policy will apply.

7.6 Safeguarding

At Ysgol Bryn Deva all staff follow the Wales Safeguarding Procedures 2022. Teachers and professionals cannot offer unconditional confidentiality to learners which includes smoking//vaping education delivery and /or smoking related incidents; therefore, boundaries of confidentiality are made clear to learners from the outset.

7.7 Smoking Incidents Involving Staff

Persistent or wilful refusal to comply with the school's Smoke-free Policy will be dealt with under the school's Disciplinary Policy. The staff member will be offered support to help quit smoking//vaping and signposting to appropriate support.

7.8 Contractors, visitors and other users of the school site

- Contractors and users of the school site will be informed of the school's Smoke-free policy when making arrangements to carry out work or use the school site.
- Contractors, visitors and users of the school site will be discouraged from smoking at exits and entrances to the school grounds, especially in view of learners, in order not to undermine the school's Smoke-free policy or to portray smoking as acceptable.
- Smoking //vaping inside work vehicles on site is not permitted.
- Breaches of the school's Smoke-free policy by contractors will be reported to the relevant company.
- Staff are authorised to ask non-employees who breach the policy to adhere to the policy. Where a non-employee is / or appears to be involved in a tobacco related incident they may be asked to leave the premises immediately and reported to the relevant agency if appropriate. In cases where physical violence/intimidation is threatened/encountered, assistance of the police will be sought.

7.9 Sharing Intelligence

Any information in relation to illicit or counterfeit tobacco or information pertaining to dealing in the community, will be reported to the Police, Flintshire Trading Standards and / or Flintshire Sorted accordingly.

8. Sources of Support

Help Me Quit *(for learners, staff or parents / carers)*

Help Me Quit is a single brand for NHS stop smoking services in Wales and offers free smoking cessation support to everybody in Wales. They have a bilingual website with information on all NHS stop smoking services in Wales and a contact centre team that

provides smokers with access to all NHS stop smoking services making it easier for smokers to choose the best NHS stop smoking support for them in their local area.

What support is available? Support is available in:

- Meetings with other smokers (the best way to stop smoking)
- One to one appointment. These may be face-to-face or over the telephone*
- Community venues
- Hospitals
- Pharmacies
- Telephone support is available across Wales. Ask a member of the Help Me Quit contact centre team for more information.

For more information about Help Me Quit: Website: https://www.helpmequit.wales/

Email: helpmequit@wales.nhs.uk Phone: 0800 085 2219

Pharmacy Smoking Cessation Service *(for learners, staff or parents / carers)*

A number of pharmacies across Flintshire offer a free 12-week smoking cessation service where there is a pharmacist licensed to offer level 3 smoking cessation support. The services includes assessment, supply and monitoring of appropriate smoking cessation therapy. The service will be provided to any person aged 18 years or older and may be provided to any person aged between 12 and 17 years provided that the approved service provider undertakes an assessment of their competence, and on completing that assessment considers them to be competent to consent to treatment.

General Practitioner (GP) *(for learners, staff or parents / carers)*

GP's can offer advice and support on giving up smoking and can talk through all the health benefits of quitting. A GP can refer to Help Me Quit and explain the different Nicotine Replacement Therapy (NRT) products that are available.

Occupational Health *(for staff)*

The Council provides staff with access to Vivup, its employee wellbeing and benefits platform. Vivup offers confidential emotional and practical support for issues affecting wellbeing at home or at work, including support and signposting around healthy lifestyle choices.

Support is available through online resources, wellbeing tools and access to an Employee Assistance Programme (EAP), providing confidential advice and counselling.

Further information can be accessed via the Vivup platform (login required).
https://vivupbenefits.co.uk/

9. Equality and Diversity

Ysgol Bryn Deva recognises socio-economic inequalities exist in smoking, and through this policy will provide a Smoke-free setting and support a Smoke-free lifestyle for all learners.

As an employer and provider of services Ysgol Bryn Deva will not unlawfully discriminate on grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, or on the grounds of Welsh Language.

All learners, their parents and carers, volunteers, staff and school governors are valued and will be treated with dignity and respect. Ysgol Bryn Deva will not tolerate any form of discrimination, harassment or victimisation.

In order to make sensitive and well-informed professional judgments about a learner's needs and a parent's capacity to respond to their child's needs, it is important that school staff are sensitive to differing family patterns, and lifestyles and to child rearing patterns that vary across different racial, ethnic and cultural groups.

We will work across our school community to ensure our commitment to equality and fairness is shared and take steps to ensure that our school is accessible, welcoming and inclusive.

10. Monitoring, Evaluation and Review

The headteacher and governing body have ultimate responsibility for the implementation of the Smoke-free policy. Incidents will be monitored at regular intervals by SMT and governors: specific issues will be discussed at staff meetings as appropriate.

Opportunities will be provided which will enable learners' to participate and evaluate what they have learnt according to their age, needs and ability.

Parents will be invited to feedback their ideas for improvements on a regular basis both verbally and through questionnaires. Policy to be reviewed every 2 years

The school caretaker/staff will be encouraged to monitor and record evidence of cigarette litter for example; where on school site, frequency and quantity.

Illicit tobacco includes counterfeit tobacco i.e. fake brands and products that are illegally imported evading the payment of UK duty. Any cigarette packages that are found in school, which are not in plain packaging will be reported to Flintshire County Council Trading Standards regarding concerns of illicit tobacco use in school. The school will also report if known, where the young person has got the illicit tobacco from.

11. References

Welsh Government. (2020). *Smoke-free law: Guidance on the changes from March 2021*. Accessed from https://gov.wales/smoke-free-law-guidance-changes-march-2021-html on 27/10/21

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National Institute for Health and Care Excellence (2010). Smoking prevention in schools: Public health guidance PH23: 2 Public health need and practice. Accessed from https://www.nice.org.uk/guidance/ph23/chapter/2-Public-health-need-and-practice on 27/10/21

Public Health Wales (2018). E-Cigarettes (Electronic Nicotine Delivery Systems (ENDS)). Available at https://www.wales.nhs.uk/sitesplus/888/opendoc/317614 (Accessed 12 November 2021)

Social Care Wales (2022) Wales Safeguarding Procedures accessed on 25/08/22 https://safeguarding.wales/

Welsh Government: A Smoke Free Wales (2021) . Accessed on 8/11/23. Available at A SMOKE-FREE WALES - Our Long Term Tobacco Control Strategy for Wales (gov.wales)

12. Appendices

Appendix 1 – Learner Friendly Smoke-free Policy template

Appendix 2 – Smoking /vaping Education Resources for Schools

Appendix 3 – School Record of Substance Misuse Related Incident

Appendix 4 – Template letter for Parent / Carers

Appendix 1: Learner Friendly Smoke-free Policy

Please use this information to shape the creation of your Whole School Smoke-free policy. Learners might decide not to use this written format and, would rather be creative and use alternative platforms to share these messages with their peers. Examples might include, posters, mind-maps, poems or use of video etc.

- Ysgol Bryn Deva is a Smoke-free school. This includes e-cigarettes.

- No-one can smoke inside the building, on the school yard or in any of our vehicles. This is the law.

- This is a rule for everyone at our school, all the time.
- This rule exists because smoking is harmful to the health of smokers and for other people around them

- There are No Smoking signs up in school to make sure everyone is aware not to smoke in our school or on our grounds.
- If you see someone smoking or vaping in school, report to a member of staff. It is their responsibility to make sure the school stays Smoke-free.

- If a learner is found smoking in school, their parent/carer will be told about it in most cases.

- Learners at our school study how to stay Smoke-free and why this is important.

- Learners, parents, carers, and staff who do smoke are offered free help to stop smoking.
- Learners will need to consider how best to share the contents of this policy with the whole school community.

Article 6 (life, survival and development) Every child has the right to life. Governments must do all they can to ensure that children survive and develop to their full potential.

Article 12 (respect for the views of the child) Every child has the right to express their views, feelings and wishes in all matters affecting them, and to have their views considered and taken seriously. This right applies at all times, for example during immigration proceedings, housing decisions or the child's day-to-day home life.

Article 24 (health and health services) Every child has the right to the best possible health. Governments must provide good quality health care, clean water, nutritious food, and a clean environment and education on health and well-being so that children can stay healthy. Richer countries must help poorer countries achieve this.

Appendix 2: Smoking//vaping Education Resources for Schools

Resource	Link	Summary	Language	Cost
Public Health Wales **Health and Well-being A Guide to Working with Young People**	https://phw.nhs.wales/topics/health-and-wellbeing-a-guide-to-working-with-young-people/ https://icc.gig.cymru/pynciau/iechyd-a-lles-canllaw-i-weithio-gyda-phobl-ifanc/	Health and wellbeing activities to help those working with young people to deliver a variety of health-related activities. Aimed towards learners 11+ years of age. The smoking section is on pages 155-180	Bilingual	No cost
Help Me Quit	http://www.helpmequit.wales/	Help Me Quit is a single brand for NHS stop smoking services in Wales. They have a bilingual website with information on all NHS stop smoking services in Wales and a contact centre team that provides smokers with access to all NHS stop smoking services making it easier for smokers to choose the best NHS stop smoking support for them in their local area. For more information about Help Me Quit email helpmequit@wales.nhs.uk, or phone: 0800 085 2219 HMQ Bilingual Posters: HMQ - 4xMore likely (1) (002).pdf HMQ -4xMore likely (2) (002).pdf	Bilingual	No Cost
NHS Wales **Health in Wales**	http://www.wales.nhs.uk/getreadytogiveuponnosmokingday	The website provides information regarding 'No smoking Day' and also provides free support and advice from Stop Smoking Wales.	Bilingual	No Cost

Ash Wales **Action on Smoking and Health Wales Cymru**	https://ash.wales/	Ash Wales provide comprehensive support to organisations running smoking-related projects and campaigns; such as Smoke-free school gates and beaches.	Bilingual	No Cost
Keys to Smoking for Children aged 7-11 years	Hwb - Keys to Smoking. Hwb log in required	This resource offers some useful information and lesson overviews on smoking that concentrates on the positives of being Smoke-free rather than the negatives of smoking. Broad themes are covered rather than the details of smoking-related diseases	Bilingual	No Cost
Dan 24/7 **Wales Drug and Alcohol Helpline**	www.dan247.org.uk	Dan 24/7 is a free and confidential drugs helpline. The website provides free information on the risks of Drugs and Smoking. DAN 24/7 Helpline has access to many leaflets that they can send out, free of charge, to anyone living in Wales.	English	No Cost
Welsh Government **No smoking information posters**	https://gov.wales/sites/default/files/publications/2021-03/smoke-free-schools-poster_1.pdf	These may be displayed at exits from a building to a Smoke-free grounds These School Grounds are Smoke-free Poster	Bilingual	No cost
Welsh Government **No Smoking sign for school grounds**	https://gov.wales/sites/default/files/publications/2021-01/it-is-against-the-law-to-smoke-in-these-school-grounds-poster.pdf	Display this in school grounds. It is against the law to smoke in these school grounds fine £100	Bilingual	No cost

Public Health Wales **JustB Programme**	www.justbsmokefree.wales	The programme aim is to deliver a peer influence school based smoking prevention programme to enable young people to discuss the risks of smoking and the benefits of being Smoke-free. Build a community of young people that are knowledgably about the tactics of the tobacco industry and empowered to inform others. *Eligible schools only.*	Bilingual	No Cost

Appendix 3 Ysgol Bryn Deva School Record of Substance Misuse Related Incident

ATTACH to SIMS / CPOMS where possible and on the Learner record

People Involved:

Learner Name(s)	Form class(es)	Repeat offence Y / N
Witness Names	Other staff /agencies involved	

Type of Incident:	✓
Use of Tobacco / e-cigarettes on school premises	
Smoking / e-cigarettes paraphernalia found on school premises	
Learners or parents/carers misusing Tobacco /e-cigarettes on trip or transport	
Learners or parents/carers selling or supplying Tobacco /e-cigarettes on school premises, trip or transport	

Description of Incident:

Date:	Time:	Location:	Substance(s) involved:
Description of incident including description of any symptoms, what was seen or said, and actions taken…. (What young person has admitted to using and previous history of usage)			

First aid treatment given ☐ Yes ☐ No	By whom	What treatment was given	
Ambulance called ☐ Yes ☐ No	By whom	Time	
Were any substances handed over?	By whom	Description	Witness names

☐ Yes ☐ No			
Substance disposal ☐ Bin (cigarettes) ☐ Destroy (e cigarettes) ☐ Returned to parent/carer	By whom	Date / time	Witness names/Signatures Police Signature
Have parent/carers been informed ☐ Yes ☐ No	By whom	Name of parent/carer	Date / time
Who else has been informed about the incident	☐ Police ☐ Headteacher ☐ Form Tutor	☐ DSP ☐ Other _____	
Learner removed from school ☐ Yes ☐ No	Collected by		Time

Form completed by: Name **Signature:** **Date:**

Appendix 4: Template letter to be personalised according to the nature of the substance misuse related incident:

Dear Parent / Carer of XXXXXX

Substance Misuse Related Incident

Your child has been involved in an incident of substance misuse on XXXXX. This was a serious incident involving tobacco / e-cigarettes.

Details of incident:

XXXXXX

_____ school is a Smoke-free site, including the use of e-cigarettes. Smoking and e-cigarettes/vapes are not permitted.

XXXX school and Flintshire County Council view substance misuse very seriously and upon review of this incident in line with the school's Disciplinary Procedures / Behaviour Policy your child has been XXX (school to determine)**.**

We would request that you attend a meeting to discuss the incident and support available on:

Date: XXXX **Time:** XXXX **Location:** XXXX **If appropriate***

At the meeting we intend to discuss how to help support your child to manage any problems related to substance misuse and what the school and/or other services could offer to prevent any further incidents in the future.

Please confirm your attendance by contacting the school office by phone or email XXX

If you have any further queries, please do not hesitate to contact XXXXXX

Yours sincerely

XXXXXX