

SMOKE-FREE WORKPLACE POLICY

Rationale:

Exposure to second-hand smoke/Environmental Tobacco Smoke (ETS) also known as passive smoking is a cause of disease, including lung cancer and heart disease, in third parties. Neither the separation of smokers and non-smokers and non-smokers within the same airspace nor the provision of ventilation can eliminate exposure to ETS and the constituent health effects of such exposure.

This policy has been developed to protect all pupils, Parents/guardians, employees, service users, customers and visitors from exposure to ETS, to ensure compliance with legal obligations and to ensure a safe working environment.

Policy:

It is the policy of the Board of Management of Carndonagh Community School that all of its workplaces and campus are smoke-free and that all pupils and employees have a right to work in a smoke-free environment. Smoking is prohibited throughout the entire school buildings and campus with no exceptions. This policy applies to pupils, parents/guardians, employees, consultants, contractors, customers and visitors. **All cigarettes including e-cigarettes are banned.**

Implementation:

Overall responsibility for policy implementation rests with the Board of Management who may delegate responsibility to the internal school management. All pupils and staff have an obligation to adhere to, and facilitate the implementation of this policy.

The person in charge (Principal / Secretary, Board of Management or his agent) shall inform all existing pupils, parents/guardians, employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. All new and prospective pupils, employees, consultants and contractors shall be given a copy of the policy on enrolment, recruitment/induction by the person in charge. Please refer to procedure in event of contravention of policy.

Policy infringements:

Infringements by pupils shall be dealt with as defined in the Code of Behaviour. Infringements by staff will be dealt with under local disciplinary procedures. Infringements by visitors, customers, clients etc. will be dealt with in accordance with the procedure set out below. Employees, consultants, contractors, customers and visitors who contravene legislation prohibiting smoking in the workplace are also liable to a criminal prosecution with an associated fine. Infringements will be considered as a violation of the schools Health & Safety Policy.

Smoking Cessation:

Information on how to obtain help quitting smoking is available from the local Health Promotion Service of the North Western Health Board and the Smokers Quitline (1850 201 203).

The Board has reviewed and amended the Anti Smoking Policy and sanctions following discussions with all the partners. The Board recognises its obligation to ensure the entitlement of staff and pupils to a smoke free workplace and the protection of pupils and staff from the adverse impact of smoking both direct and passive. Information is available to pupils via SPHE, class teachers and media regarding the health and legal issues associated with smoking.

Anti-Smoking Policy Sanction for Pupils:

First offence - verbal reprimand and note of incident in School Journal with caution as to second offence. Outline of health details identifying danger of smoking to self and others, outline of legal implications and lunchtime detention:

Second offence – suspension for two days and notification to parent/guardian.

The sanction for a pupil found smoking in the school toilets will be an automatic suspension.

For Senior pupils the sanction will also include withdrawal of privileges i.e. not allowed up-town at lunchtime and detention. **Tobacco/Cigarettes will be confiscated and returned to parent/guardian.**

Pupils / Students over the age of 18 may be prosecuted by the Environmental Health Officer and the Board may consider expulsion in the event of repeat offences.

The Board of Management at the Meeting of 2nd December 2016, approved the following amendment.

" Due to the associated Health & Safety concerns, the exploitation of pupils, the unravelling of the school's success in ensuring smoke free toilets and the loss of Administrative time, the Sanction for possession / use / sale of e-cigarettes/vapes will be an automatic 2 day suspension with parents requested

to meet Principal / Deputy Principal(s) and confirm co-operation prior to return of pupil. Further breach would be a matter for the Board of Management."

The Sanctions will be effective from Monday 12th December after the school community has been advised of the Board's decision. This will be highlighted through Class and Subject teachers informing pupils, Year Group Assemblies, Notice on School website and Text Messages to parents / Guardians.

**IT IS THE ENTITLEMENT OF ALL PUPILS AND STAFF
TO OPERATE IN A SMOKE FREE ENVIRONMENT.**

Amended by Carndonagh Community School Board of Management, 2nd December 2016.