KEYS
Academy Trust

TKAT No Smoking No Vaping Policy

KEYS Academy Trust
Unlocking the future

Version control summary and overview details

TKAT Statutory Policy

- All schools require a policy on this area.
- There should be no changes to the core text.
- LGBs will minute that they have noted Trust approval and will adopt the policy effective immediately.
- This is a Trust policy to be implemented by all schools within The Keys Academy Trust to ensure a consistent approach for all.

Version control

Version	DATE	DESCRIPTION
Version 1	August 2005	Model Smoking policy.
Version 2	September 2012	Amendment to update policy and reflect changes in law.
Version 3	September 2015	Review of the policy to include e-cigarettes and update to Stop Smoking Service details
Version 4	August 2017	Reviewed – no changes made
Version 5	November 2019	1.4 Addition of rationale for ban on e-cigarettes 4.7 Addition of criminal offence legislation wording 5.2 Addition of non-compliance legislation Changed wording to gender neutral language
Version 6	December 2022	Reviewed. No changes made
Version 7	May 2023	Title changed to No Smoking/No Vaping Policy
Version 8	July 2024	Reviewed. No changes made
Version 9	February 2026	New policy using the Browne Jacobson template Addition of 'vaping/Vapour' to policy.

Reviewed by (Trust Officer)	Hester Wooller, CEO
Approved by TKAT Trustee Committee:	FAPPP
Trust date of approval:	Jul 26
Trust date of next review:	Jul 27

TKAT vision

We are a family of distinctive schools at the heart of the diverse communities we serve. In line with our Christian ethos, we aspire to excellent learning and pastoral care for pupils and staff and are committed to being open and welcoming to all.

Key areas of note

Please note the following, which will be applicable throughout the policy:

- Any reference to 'headteacher' should read as whatever title is relevant to the school using the policy (i.e. Executive Headteacher/Head of School or Headteacher). Anything else will be explicitly referenced within the policy.
- Any reference to 'everyone' to staff, trustees, local governors and pupils.
- Any reference to 'we' should be read as The Keys Academy Trust.
- Any reference to 'parents' should be read as 'parents, carers and guardians'.

KEYS Academy Trust
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Table of Contents

1. Introduction 4
2. Scope and purpose 4
3. Personnel responsible for implementation of the policy 4
4. Implementation of the policy 5
5. Breaches of the policy 5
6. Stop smoking support 5

1. Introduction

1.1 The Keys Academy Trust (TKAT) is committed to protecting the health, safety, and welfare of all those who work for us by providing a safe place of work and protecting all staff, pupils, governors and visitors from exposure to smoke and vapour from vaping or e-cigarette devices.

1.2 We accept that it is an individual's choice to smoke/vape. However, our staff are role models for our pupils and smoking is not a healthy choice for pupils to make. It is our expectation that staff comply with this policy for this reason as well as to ensure that TKAT meets its obligations under the relevant legislation.

1.3 All of our TKAT sites (including our vehicles) are smoke-free/vapour free, and all staff, pupils and visitors have a right to a smoke/vapour-free environment.

1.4 This no-smoking policy complies with the Health Act 2006 and associated regulations. We are committed to a programme of action to make this policy effective and to bring it to the attention of all staff. The policy has been formally adopted by the TKAT Board.

1.5 This policy does not form part of any employee's contract of employment, and it may be amended at any time. Any breach of this policy may result in disciplinary action.

2. Scope and purpose

2.1 This policy covers all individuals working at all levels and grades, including all employees, contractors, trainees, homeworkers, part-time and fixed-term employees, casual and agency staff and volunteers (collectively referred to as staff in this policy).

2.2 Third parties who have access to our premises (such as consultants, contractors, customers and visitors) are also required to comply with this policy.

2.3 The purpose of this policy is to ensure that everyone who works at, or visits, our Trust understands that this is a smoke-free environment, and complies with our expectations.

3. Personnel responsible for implementation of the policy

3.1 TKAT's board has overall responsibility for the effective operation of this policy, but has delegated day-to-day responsibility for its operation to the Headteacher/Head of School or their representative. Any questions concerning the operation of this policy should be directed to the Headteacher/Head of School or their representative. Responsibility for monitoring and reviewing the operation of the policy and any recommendations for change to minimise risks to our operations also lies with the Headteacher/Head of School or their representative.

3.2 All managers have a specific responsibility to operate within the boundaries of this policy, ensure that all staff understand the standards of behaviour expected of them, and to take action when behaviour falls below its requirements.

3.3 All staff must comply with and support this policy. The person named in paragraph 3.1 will have responsibility for informing all staff, consultants, and contractors of the policy and their role in the implementation and monitoring of the policy. This Policy will be given to new staff as part of the recruitment or induction process.

4. Implementation of the policy

4.1 Smoking/vaping is banned at all of our TKAT sites. The ban applies to anything that can be smoked and includes, but is not limited to, cigarettes, electronic cigarettes, pipes (including water pipes such as shisha and hookah pipes), cigars and herbal cigarettes.

4.2 Staff may only smoke/vape outside of the Trust premises during breaks. When smoking outside, staff should ensure that they dispose of cigarette butts and other litter appropriately.

4.3 Staff must not promote smoking in any form to pupils. This includes the purchasing of, selling to, or sharing of cigarettes or other products that can be smoked as described in 4.1 to any pupil regardless of whether they are of a legal age to smoke.

4.3.1 Staff must not smoke/vape with pupils.

4.4 Staff using our vehicles, whether as a driver or passenger, must ensure the vehicles remain smoke-free. Any of our vehicles that are used primarily for private purposes are excluded from the smoking ban. Any questions concerning these provisions should be directed to the person named in paragraph 3.1.

4.5 If the vehicle is being used for private purposes, it is a criminal offence to smoke in the presence of any passenger under the age of 18. For the purposes of the legislation, driving includes sitting in a stationary car with the engine running.

4.6 We are committed to making this policy effective, and to promoting a healthy working environment. Staff who experience particular difficulty complying with this policy should discuss their situation with their line manager or the person named in paragraph 3.1.

5. Breaches of the policy

5.1 Breaches of this policy will be dealt with under our disciplinary procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

5.2 Smoking/Vaping in smoke/vapour-free premises or vehicles is also a criminal offence and may result in a fixed penalty fine and/or prosecution.

6. Stop smoking support

6.1 The Local Governing Body wishes to support staff who smoke to either give up smoking or help them to control their smoking. The following support is available:

6.2 Staff wishing to stop smoking may contact:

Smoke Free Life Berkshire	Phone: 0800 622 6360 Email: http://www.smokefreelifeberkshire.com/
NHS smoking helpline number	Free advice and information on their nearest Stop Smoking Service by visiting: http://www.nhs.uk/smokefree.