

Aspirational Futures Multi Academy Trust



Respect | Empowerment | Collaboration

Smoke-free Policy

Aspirational Futures Multi Academy Trust Wide Policy

October 2025

Document Control

Reviewed by:	Aspirational Futures Multi Academy Trust Board	Date: Oct 2023
Approved by:	Keith Fielding, Chair of Board	Date: Oct 2023
Adopted by Academies:	Oct 2023	
Review:	2 years	
Next review due by:	Oct 2027	

Document Information

	Information
Document Name	Aspirational Futures Multi Academy Trust Smoke-free Policy
Document Author	S Mitchell
Document Approval	Board of Trustees
Document Status	Version 1.1
Publication Date	Oct 2023
Distribution	Website

Version Control

Version	Issue Date	Amended By	Comments
1.0	Oct 2023	S Mitchell	New trust policy based on the Parklands High School policy
1.1	Oct 2025	S Mitchell	Policy review. Added new section 5: smoking or vaping in vehicles

Contents

[Statement of intent](#)

1. [Legal framework](#)
2. [Roles and responsibilities](#)
3. [E-cigarettes on the premises](#)
4. [Smoking on the premises](#)
5. [Smoking or vaping in vehicles](#)
6. [Disciplinary sanctions](#)
7. [Support](#)

Statement of intent

Aspirational Futures Multi Academy Trust has a duty to protect its employees and pupils from known hazards. We understand that the health risks associated with smoking are serious and detrimental for those who smoke, as well as people within close proximity.

Through this policy, we aim to:

- Create a smoke-free environment for all those within the trust community, including staff, pupils, visitors, parents, etc.
- Create a smoke-free environment whilst attempting to be sensitive to those who find it difficult not to smoke on the premises.
- Clarify the use of e-cigarettes and cigarettes on, and around, the trust premises.

1. Legal framework

This policy has due regard to legislation, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Children and Young Persons (Protection from Tobacco) Act 1991
- Health Act 2006
- Equality Act 2010
- Nicotine Inhaling Products (Age of Sale and Proxy Purchasing) Regulations 2015
- Public Health England 'Use of e-cigarettes in public places and workplaces'
- DfE 'Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement'

This policy operates in conjunction with the following school policies:

- Behaviour Policy
- Staff Code of Conduct
- Child Protection and Safeguarding Policy
- Fire Safety Policy

2. Roles and responsibilities

The headteacher will:

- Be responsible for the overall implementation of this policy.
- Ensure that all staff act in accordance with this policy.
- Implement and approve ways to teach pupils about the risks associated with smoking.
- Be responsible for determining and implementing disciplinary measures for those who do not follow this policy.

The local governing board will:

- Hold the headteacher accountable for the implementation of this policy.
- Review any incidents associated with smoking.

The school nurse will:

- Support members of the school community who wish to quit smoking by offering advice.
- Have conversations with pupils who are caught smoking to ensure that they are aware of the risks.

Pupils and staff will:

- Act in accordance with this policy at all times.
- Engage in the school's anti-smoking curriculum, events and activities.
- Report incidents of smoking in and around the school premises to the headteacher.

Teachers will educate pupils about the risks of smoking and why they should avoid it.

3. E-cigarettes on the premises

For the purpose of the policy, the process of using an e-cigarette is defined as vaping.

The trust recognises the use of e-cigarettes as having significant potential to reduce tobacco use, as well as the harmful effects it causes to smokers and those around them.

Although e-cigarettes are not covered by the Health Act 2006, the trust adopts a fully smoke-free environment, and recognises that use of e-cigarettes, whilst significantly safer for health than cigarettes, still pose some hazards, particularly for those with asthma and respiratory conditions who may be affected by the vapour.

The trust also recognises that e-cigarettes may create a nuisance for others in the production of vapour, particularly for non-users.

The trust does not consider the use of e-cigarettes to be professional behaviour and, therefore, individuals are not permitted to use e-cigarettes on the trust premises.

Vaping is not permitted at any time in vehicles being used on behalf of the trust, e.g. minibuses, where car mileage allowance is being claimed, and at times when pupils are present in the vehicle.

Vaping is not permitted in any personal vehicles on the trust premises or in the area immediately outside of the school during school hours.

Any individual witnessed vaping in personal vehicles as outlined above, or in vehicles used on behalf of the trust, will be subject to disciplinary action as outlined in section 6 of this policy.

The trust does not allow vaping breaks at any times during the school day. If an individual wishes to use their e-cigarette, they are only permitted to do so during arranged break times, e.g. lunch time, and in accordance with the principles outlined above. NB. Only contractors, visitors and staff are permitted to leave the trust premises during their break times to use e-cigarettes.

It is illegal for any individual under the age of 18 to use an e-cigarette. Any pupil witnessed using an e-cigarette on the premises will face disciplinary action.

Staff, visitors and contractors are prohibited from purchasing e-cigarettes for pupils and any other individuals under the age of 18 at a trust school, e.g. visitors.

4. Smoking on the premises

Smoking is prohibited on trust premises at all times; there are no designated areas available on the trust premises for smoking.

Any individual who is witnessed smoking on the premises may be subject to disciplinary sanctions, as outlined in section 6 of this policy.

Smoking is not permitted at any time in vehicles being used on behalf of the trust, e.g. minibuses, whether or not pupils are present, or car mileage allowance is being claimed, as smoke fumes may linger in the vehicle and affect the health of other passengers.

Smoking is not permitted in any personal vehicles on the trust premises.

Smoking is not permitted in any vehicles owned by the trust, such as minibuses.

The trust does not allow smoking breaks at any time during the school day. If an individual wishes to smoke, they are only permitted to do so during arranged break times, e.g. lunch time, and in accordance with the principles outlined above. NB. Only contractors, visitors and staff are permitted to leave the trust premises during their break times to smoke.

It is illegal for any individual under the age of 18 to smoke. Any pupil witnessed using cigarettes on the premises will face disciplinary action.

Staff, visitors and contractors are prohibited from purchasing cigarettes for pupils and any other individuals under the age of 18 at a trust school.

Staff, visitors and contractors must sign out when leaving the school grounds and sign back in on their return.

5. Smoking or vaping in vehicles

Smoking or vaping will not be permitted at any time in vehicles being used on behalf of the school, e.g. school minibuses, where car mileage allowance is being claimed, and at times when pupils are present in the vehicle.

Smoking or vaping will not be permitted in any personal vehicles on the school premises. Any individual witnessed smoking or vaping in personal vehicles, or in vehicles used on behalf of the school, will be subject to disciplinary action as outlined in the 'Disciplinary sanctions' section of this policy.

6. Disciplinary sanctions

If a member of staff breaches any of the guidelines in this policy, they may be subject to disciplinary action in accordance with the trust's Disciplinary Policy.

Visitors and contractors who breach the guidelines in this policy will be asked to leave the premises. Refusal to comply with this request may result in the trust contacting the police.

Pupils will be classed as smoking or vaping if:

- They are seen smoking or vaping.
- They are seen with a lit cigarette or e-cigarette in their hand.
- They are found to have cigarettes, an e-cigarette or other smoking materials openly in their possession.
- They are seen in the company of others who are smoking or vaping.
- They are witnessed within the designated vaping area.

Pupils caught smoking or vaping will receive a disciplinary sanction immediately in accordance with the Behaviour Policy, and will be reported to the headteacher.

The headteacher will ensure the pupil's parents are notified of the incident and the disciplinary sanctions imposed on the pupil.

The pupil may be asked to attend a meeting with the school nurse for health advice as soon as possible.

If pupils are continuously caught smoking or vaping, their parents will be invited to a meeting with the headteacher, and further disciplinary sanctions may be imposed on the pupil in accordance with the Behaviour Policy.

7. Support

The trust aims to implement effective, supportive procedures for those who want to quit smoking, and improve the health of both smokers and nonsmokers.

The trust regularly educates pupils about the effects of smoking, both through the requirements of the national curriculum, and through additional sessions, e.g. PSHE lessons and assemblies.

Pupils are encouraged to seek help from the school nurse if they would like further information about the effects of smoking, would like to quit smoking, or would like to know more about additional methods of support.