

Meadowbrook College Policy and Guidance Document for Staff on Smoking February 2014

Policy Statement

Meadowbrook College is committed to the health and safety of all members of its community and will take action to safeguard their wellbeing. Oxfordshire County Council operate a strict no smoking policy in all their offices and schools because of well publicised health risks.

Meadowbrook College aims to

- raise awareness of the dangers associated with exposure to tobacco smoke within the PSE curriculum
- take account of the needs of those who are addicted to smoking and to offer an avenue of support for those who wish to stop

Meadowbrook College is a non-smoking environment for staff and students: this includes the grounds, any part of the College buildings and just outside the boundary of the College sites.

This policy also applies to parents, visitors and contractors when they are on the College sites.

This includes events held outside normal college hours, or at any time when a student is at Meadowbrook College, regardless of location.

Expectations

All students and parents/cares should have our non-smoking policy clearly outlined at referral meetings and their commitment to following it recorded. At the referral meeting the potential impact of this policy on the individual student should be discussed, including:

- an exploration of whether this is likely to be a problem for them
- a review of what is available to help them cope
- the steps we may take if they are unable to maintain this expectation (including role of parent/carer).

Each team will offer all students access to key knowledge and the opportunity to develop key social skills about smoking through its drugs education programme.

Each team will ensure that students are actively encouraged to discuss our non-smoking expectations and contribute to ways by which these expectations are upheld.

Meadowbrook College will offer students and staff support to manage smoking with the eventual goal of giving up smoking.

All MbC staff have a responsibility to enforce the non-smoking policy by reminding students of our expectations. This includes politely asking any student they see with a cigarette to put it out/away. If the student ignores or refuses they should be reported to their keyworker and Team Leader.

A letter restating expectations about smoking to be given to all **Programme students/parents** when level of smoking incidents across the Programme hits an agreed limit (to be set by team leaders in staff meeting)

Guidance to Staff

<p>Student caught smoking</p> <p>First offence or isolated incident</p>	<p>Remind students of our expectations regarding smoking and the agreed consequences of not upholding these expectations (reflecting when appropriate, on their prior agreement with these expectations)</p> <p>Offer advice and/or support for giving up smoking including consideration of a referral to the school nurse</p> <p>Phone Home</p> <p>Record incident in/on smoking incidents monitoring form/log</p>
<p>Second offence in the term (or last six week period)</p>	<p>Phone home and <u>send a letter home</u>. Record incident in/on smoking incidents monitoring form/log. Record as R2 on SIMS.</p> <p>Remind the student that a meeting with parents/carers will be called if there is a further incident</p> <p>***Note the increasingly relevant issue underpinning persistent offences is the students refusal to accept appropriate staff instructions***</p>
<p>Third offence</p>	<p>Phone call home to arrange a meeting with the student and parent/carer to reaffirm everyone's commitment to the MbC non-smoking expectations and to say that a 1 day fixed term exclusion would happen if caught smoking again.</p> <p>Record incident in/on smoking incidents monitoring form/log. Record as R3 on SIMS</p>
<p>Fourth offence or following meeting with parent</p>	<p>If this is the fourth recorded smoking incident during the term (or last six week period) then the pupil will receive a 1 day fixed term exclusion (KS4) The reason for exclusion will be disregarding staff instruction and ignoring agreed MbC expectations. Record on SIMS as R4.</p> <p>A meeting will be held with pupil and their parents/carers following the exclusion to reaffirm everyone's commitment to the MbC non-smoking expectations</p> <p>or</p> <p>If pupils has already had a 1 day fixed term exclusion during the term (or last six week period) as a result of previous smoking incidents then serious consideration will be given to a 5 day fixed term exclusion or 5 days educated at home</p> <p>unless</p> <p>a) the pupil absolutely agrees to not smoke at school (or bring smoking materials to school)</p> <p>and</p> <p>b) agrees to an individual behaviour plan designed specifically to manage and monitor the key times when smoking could occur.</p> <p>and</p> <p>c) agrees to attempt to stop smoking</p>

Specific Expectations of Staff

Under this policy and guidance staff are expected to:

- Be aware of this policy and guidance
- Understand how this policy and guidance relates specifically to their post within their team
- Consistently and, to a professionally appropriate standard, ensure that they proactively implement this policy and guidance at all times
- Take individual responsibility for ensuring that any questions or concerns that they have about this policy and guidance are raised with their team leader as a matter of urgency

Andrew Creese
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