Kimbolton School
Cambridgeshire

SMOKING & VAPING POLICY

Policy owner: This policy is the responsibility of Senior Deputy Head
SLT Policy
Policy Summary Statement: This policy sets out the School's position on smoking and vaping. Smoking and vaping are prohibited in school and pupils who do smoke or vape will be provided with additional health education and/or be given sanctions as described in this policy.

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INFORMATION FOR PUPILS, PARENTS AND STAFF

The Code of Conduct states that tobacco and e-cigarettes are prohibited items for pupils to bring onto the school premises or the High Street in term time. The School is fully aware of the damaging social effects of smoking/vaping inside school buildings and the effects upon the health of smokers/vapers, as well as other pupils and staff. Smoking/vaping on site also has an intimidatory effect on other pupils, especially younger ones. There are various ways the School will act to educate pupils about the dangers of smoking and vaping, and actions the school will take if pupils are known to be smoking or vaping on or off school premises.

1. Health Education

- Individuals with an addiction to nicotine will be given extensive support and in the first instance be referred to the Health Centre for assessment and advice. The Nursing Team provides facilities within the Health Centre to encourage smoking/vaping cessation and often also recommend that young people receive expert advice from their GP via an urgent appointment.
- Smoking and vaping are part of the drugs awareness scheme of work in the PSHE programme for all pupils and the School takes its informal education responsibilities in this area extremely seriously, for example by Tutors passing on advice to pupils, talks in assemblies and presentations from the Nursing Team and Senior Staff.

2. Sanctions

Every case will be investigated as an individual case, so that all circumstances can be fully taken into account. The School will tend to treat smoking/vaping inside of the school buildings as a more serious offence, which may therefore result in a more serious sanction. The School's general approach, however, will be:

- For the first offence of a pupil caught smoking/vaping, the pupil will be placed in a Headmaster's Detention (which takes place on a Saturday morning), and parents invited in to talk with the Hm and/or Tutor.
- For the second offence, in an academic year, the pupil will be temporarily excluded for one or more days, at the discretion of the Headmaster. The pupil and parents will also have a meeting with the Headmaster.
- For the third offence, the pupil and parents will have a meeting with the Headmaster and it is likely that the pupil will be permanently excluded from the School.
- Pupils caught in the company of smokers/vapers will be warned on the first occasion with an appropriate letter emailed home. A second occasion activates a Friday after school detention for the pupil.

- Pupils who smell of smoke/vape or who are strongly suspected of being on their way to or returning from smoking/vaping will be warned on the first occasion. An appropriate phone call home to parents (the minutes of which to be recorded on Engage) if they are found in possession of tobacco or e-cigarettes. A second occasion activates a Friday after school detention and a meeting with the pupils and parents with the relevant Hm and/or Tutor will also take place.

INFORMATION FOR STAFF

3. Transgressions

- Smokers/vapers should be apprehended as soon as they are discovered smoking, cigarettes handed over, and taken by a member of staff to the appropriate Hm in the first instance or Senior Deputy Head if the Hm is unavailable.
- If the pupil is sighted smoking/vaping but cannot be apprehended the member of staff should report this to the Hm, who will take appropriate action.
- If there is a group in a clear smokers'/vapers' area, the member of staff where logistically possible should bring them all to the House staff/SLT, but a distinction should be clearly made between those actually seen smoking/vaping and those within the group.

4. Procedure for reporting

- Letters will be sent out to parents by the School Office and signed by the Hm.
- The School Office will send Hms a note to say when replies have been received.

5. Patrols/Remit

- Periodic site patrols will take place, including within Kimbolton town.
- Pupils are told that sanctions apply in and out of school during school hours, during journeys to and from school in uniform, and at any time whilst taking part in school activity.