

Guidance for North Yorkshire schools and other settings to implement a smoke free environment for pupils and staff



September 2016

North Yorkshire Guidance on Developing a Smoke-Free Policy for Primary, Secondary and Special Schools and the Pupil Referral Service.

This policy document supports the North Yorkshire County Council (NYCC) Smoke-Free Workplace policy that sets out that smoking is prohibited in all NYCC owned and controlled buildings and grounds. This is in response to the smokefree legislation set out in the Health Act, passed by Parliament in 2006, that came into effect on the 1st July 2007, requiring smokefree environments in workplaces. The legislation ensures that workers, including those in schools, are protected from the risks to health from tobacco smoke and are guaranteed their right to work in a smokefree environment. The school should clearly display smoke-free signs and all on-site visitors should be made aware that the whole school is a smoke-free site. A copy of North Yorkshire County Council's smoke free workplace policy can be found at <http://m.northyorks.gov.uk/CHttpHandler.ashx?id=26532&p=0>

The purpose of this document is to enable your school to develop and agree an effective smoke-free policy for aspects particular to schools, through wide consultation with the whole school community. This document incorporates a policy template (appendix 3) to ensure the school covers all aspects of an effective policy. Further guidance has been provided on all aspects of an effective policy to ensure the final policy reflects the needs, ethos and responses of the school. Some further background information is provided at the beginning of the document.

The following documents and organisations may be helpful when developing a policy and curriculum:

- Smokefreelife North Yorkshire provides support and advice for anyone over 12 years old who may want to quit smoking Tel: 01609 663023 / 08002465215 or website: www.smokefreelifenorthyorkshire.co.uk
- The North Yorkshire Education and Skills Service 'Key Stage 1 and 4 Curriculum Entitlement Framework for Personal, Social, Health Economic Education and Citizenship'. Updated in September 2017 is available at <http://cyeps.northyorks.gov.uk/health-wellbeing-phse>
- Ash provide a range of supporting information and factsheets www.ash.org.uk
- <http://www.nhs.uk/smokefree> provides free advice on how to stop smoking.
- <http://www.breathe2025.org.uk/resources/> Breathe 2025- inspiring a smoke free generation has a range of supporting resources for schools
- www.gasp.org.uk – for information on smoking and resources
- www.comiccompany.co.uk -resources that could be obtained to support young people during the stop smoking group sessions

Consultation

It is good practice to consult with the whole school community when developing or reviewing the school's smoke-free policy. The following are prompts to support this process:

- How are students, parents/carers, governors, teaching and non-teaching staff, partners and stakeholders going to be consulted and involved in the development / review of the smoke-free policy?
- Are all staff aware of the policy? Has it been discussed at a whole staff meeting?
- How will the policy be disseminated to the whole school community?

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Background supporting information on young people and smoking:

- Smoking amongst young people is decreasing. National figures show in 2014, 18% of young people aged 11-15 had tried smoking this was 44% in 2001.
- Nationally 3% of 11-15 year olds in 2014 were regular smokers. This has decreased from 10% in 2001.
- Nationally in 2014, 22% of 11-15 year olds have tried e-cigarettes at least once. Of the 22%, 89% had previously smoked a cigarette and 11% had never smoked
- Young people who know other smokers are most likely to smoke themselves.
- Young people who live in a household where someone else smokes are more likely to smoke than those who do not live with smokers and find it harder to give up smoking.
- 11-16 year olds can show signs of addiction within four weeks of starting to smoke (smoking at least one cigarette a week).
- In the Growing Up In North Yorkshire Survey 2016- completed by Year 8 and Year 10 students showed:
 - 20% students had tried smoking. This is a decrease from 23% in 2014.
 - 4% of students had smoked within the last week. This is a reduction from 5% in 2014.
 - 27% had tried an e-cigarette, this is an increase from 22% in 2014, and 3% stated they use these regularly, this is slight increase from 2% in 2014 .

Definitions of tobacco, tobacco products & E-cigarettes

- 'Tobacco' is defined as including cigarettes, any product containing tobacco for oral or nasal use (for example, snuff), and smoking mixtures used as a substitute for tobacco (for example, herbal cigarettes).
- 'Cigarettes' include cut tobacco rolled up in paper, tobacco leaf and other material in a form that is capable of being immediately used for smoking.
- A 'tobacco product' is defined as 'a product consisting wholly or partly of tobacco and intended to be smoked, sniffed, sucked or chewed'. E-cigarettes means a nicotine inhaling device (used to inhale nicotine through a mouth piece), nicotine cartridge (contains nicotine and forms part of a nicotine inhaling device) or nicotine refill substance (generally known as e-liquid). Nicotine inhaling devices are commonly referred to as 'e-cigarettes' and the law covers both disposable and rechargeable types.

The law

The law made under The Health Act 2006 requires that enclosed or substantially enclosed public places and workplaces are smoke-free. There is an exception for on-site caretakers' houses.

From the 1st of October it became illegal to smoke in a car (or other vehicle) with anyone under 18, to protect children and young people from the dangers of secondhand smoke. Both the driver and the smoker could be fined £50. The law applies to every driver in England and Wales, including those aged 17 and those with a provisional driving licence.

The law applies	The law does not apply to
to any private vehicle that is enclosed wholly or partly by a roof	e-cigarettes
when people have the windows or sunroof open, or the air conditioning on	a driver who is 17 years old if they are on their own in the car
when someone sits smoking in the open doorway of a vehicle	a convertible car with the roof completely down

The law states that it is an offence for any person to sell any tobacco products (including cigarette papers) to a person under the age of 18 whether or not it was for their own use. The business can be held responsible as well as the member of staff who made the sale. It is not an offence for a person under 18 to buy the product or have it in their possession. If a school/setting has a concern about any establishments selling to under 18 year olds then please contact Trading Standards. Consumer advice in North Yorkshire is provided by the Citizens Advice consumer service. Consumers can contact the service on 03454 04 05 06 or by emailing trading.standards@northyorks.gov.uk

An adult who buys or attempts to buy tobacco, cigarette papers or E-cigarettes on behalf of someone under the age of 18 commits an offence. This is called 'proxy purchasing'. It is the buyer and not the trader who commits an offence under these circumstances.

E-cigarettes

Currently, the use of E-cigarettes are not regulated under smoke-free laws in the UK. In general, users are free to use them in most public places such as bars, restaurants and on public transport, although the managers of some premises have prohibited their use.

However, since 1st October 2015 it is illegal to sell E-cigarettes to under 18s, or to purchase them on their behalf. E-cigarettes will be licensed as medicines in May 2016. Although e-cigarettes can be used as an aid to quit, due to new regulations on the use of e-cigarettes for under 18s, schools should treat them in the same manner as cigarettes, and encourage the use of Nicotine Replacement Therapy and other methods provided through the smoke free service to help young people quit. The use of E-cigarettes by staff on school premises should also be prohibited under the smoke-free policy.

Effective whole school approach to implementing a smoke-free environment:

- A clear Smoke-Free Policy that complies with the legislation.
- Clear steps that are understood by all pupils if they are found contravening the smoke-free policy and consistency by all staff in implementing the agreed protocols.
- Effective signposting to stop-smoking support for pupils and staff, ensuring any nicotine replacement therapy complements school policies.
- Anti-smoking education is an effective part of the planned Science and Personal, Social, Health Education curriculum and other opportunities within the curriculum

This policy could link to: **(for example please list the relevant ones in school)**

- Personal, Social, Health Education (PSHE)
- Behaviour Policy

- Substance Misuse Policy
- Managing Medicines Policy
- Health and Safety Policy

The aims and objectives of becoming a smoke-free site

The school is to be a smoke free environment at all times to promote the health and welfare of all who work in, attend or visit the school. There is a wide range of evidence that shows the negative impact smoking and second hand smoke has on people in terms of increased risk in a number of cancers, heart disease, diabetes and reducing their life span. Some suggestions could include:

- Compliance with government legislation.
- Protect the staff, students, parents/carers, visitors and contractors from the effects of tobacco smoke.
- To encourage students to be resilient to the pressures on them to take up smoking and enable them to make informed, responsible choices not to smoke.
- Supportive and consistent links to the curriculum.
- Help smokers to quit.

Consider to whom the policy will apply, where and when.

The whole school site is designated a smoke-free site this includes out of school hours and out of term time. As E-cigarettes are not yet licensed medicines (May 2016), these products should be treated in the same way as traditional cigarettes i.e. prohibited from the site. Everyone involved with the school community is expected to adhere to the Smoke-Free Policy. Those groups are **(delete or add to as appropriate)**:

- Employees / trainee teachers
- Pupils
- Voluntary helpers
- Governors
- Visitors
- Parents/Carers
- Contractors working on site
- **Individuals using the leisure facilities**
- **Individuals attending an outside letting**
- **Individuals attending a social event**

Pupils:

- Pupils are not allowed to smoke at school or whilst engaged in any off-site activity representing the school for example any educational visits, trips abroad and work experience.
- Pupils should not smoke whilst travelling to or from school when in XX school uniform. Pupils should not be present when other pupils are smoking. As well as sanctions for those who were found smoking it may be beneficial to complete some targeted work with the wider peer group about smoking.
- All of the above include E-cigarettes

Staff:

- Staff are recognised `role models` and as such are required not to smoke in sight of students. This will include visits, school excursions and include both teaching and non-teaching staff, on or near the school site.
- This policy will also apply to employees whilst exercising direct responsibility for students on off-site activities, e.g. in the school mini-bus, school fixtures, school trips etc.
- When on a school trip abroad, staff must follow the school's smoke-free policy.
- Staff should not purchase cigarettes from duty free if accompanying a school trip.
- All of the above equally applies to E-cigarettes.
- The school recognises that staff who smoke may need support either to give up smoking or help control their smoking. The school will make available to employees the

Smokefreelife North Yorkshire telephone number to get free advice and for information on the nearest Smokefreelife service on 01609 663023 / 08002465215 or at www.smokefreelifenorthyorkshire.co.uk. For staff finding it particularly difficult to adhere to this Smoke-Free Policy, it may be appropriate to seek assistance from an Occupational Health Adviser.

- Consider whole staff training needs focussed on understanding why some young people smoke, effective management of a smoking incident, and supporting students who are found smoking (managing change and brief interventions).

Visitors:

- The Smoke-Free Policy applies to all visitors to the school including suppliers, supply or temporary staff and contractors.
- The policy applies all year round. This includes out of school hours and out of term time.
- All of the above equally applies to E-cigarettes.

Parents and Carers:

- It will be requested that parents and carers adhere to the Smoke-Free Policy and refrain from smoking and using E-cigarettes on the school premises.
- Information will be provided for all parents and carers about the Smokefreelife North Yorkshire number to get free advice and for information on the nearest Stop Smoking Service on 01609 663023/0800 246 5215.
- Parents and carers will be discouraged from smoking/ using E-cigarettes just outside the school grounds.
- Parents and carers could be reminded that it is now illegal to smoke in a vehicle with a child under the age of 18 present

Some suggestions as to how other schools have encouraged parents/carers not to smoke just outside the schools gates / premises:

- Included in a parents newsletter, 'Although parents are freely entitled to smoke outside of the school gates, many children have asked in class meetings that the adults and parents waiting outside school do not smoke. I have told the children that I cannot enforce this but would ask parents to listen to and hopefully act upon their views. This would be much appreciated by all.'
- A Headteacher has erected 'a polite notice to remind parents not to smoke outside any of the school gates'. The notice has been designed by the children.
- Included in a parents newsletter from a primary school, 'We are a smoke-free site as are all public buildings. However, we have noticed that a few parents are smoking outside the school gates before they come and pick up their children. Although I have no say over this, can I ask parents they think before dropping cigarette stubs in view of the children, our caretaker has to clear them up and that some parents and students who walk past may suffer from asthma or allergies and the smoke may affect them. Thank you for understanding.'
- From a smoke-free policy in a school, 'We would encourage parents who smoke to do so out of sight of the school gates and playground. It is an offence to discard smoking litter on the ground. Employees or service users found to be littering could be liable to a fine of up to £80.'
- Some local authorities and organisations have started a, 'smoke-free school gates' campaign as it has been identified that school gates are a key place where pupils congregate daily, are influenced by adults around them and are affected by smoking. For more information please go to <http://ashwales.org.uk/en/information-resources/topics/smokefree-school-gates>

Events

- The school's Smoke-Free Policy applies to all social events in school time and out of school hours/ term time.

- Where events are booked by outside agencies, all parties are to be made aware of the school's Smoke-Free Policy.
- The above equally applies to E-cigarettes.

Specific considerations for residential schools

- Designated smoking rooms in residential schools are not permitted under the Health Act or NYCC Smoke-Free Policy.
- Pupils and parents/carers are informed at the time of admission that the school is a smoke-free site and that the school will take appropriate and supportive action if a pupil is found to be smoking/ using E-cigarettes.
- Giving up smoking could be set as a target within an individual care plan and both care and education staff are involved in supporting the pupil's target of giving up smoking.
- Support for pupils aged 12 and over can be accessed through the Smokefreelife North Yorkshire service this can include accessing Nicotine Replacement Therapy. If the pupil is on medication then it would be advisable speak to a health professional before they start using NRT

Role and Responsibilities

Governors

The governing body has the responsibility to ensure a school has an up-to-date Smoke-Free Policy that ensures the school complies with government legislation. This should include reference to E-cigarettes. The policy should also clearly reference any stop smoking support that the pupils are able to access. The governing body, in co-operation with the Head Teacher, is expected to involve families, pupils, health and other professionals to ensure the anti-smoking curriculum addresses the needs of pupils, local issues and trends. The governing body will continue their involvement through regular evaluation of provision and policy and smoking incidents that occur on the school premises.

Headteacher

The Headteacher has responsibility for the day-to-day management of all aspects of the school's work, including teaching and learning. The Headteacher's responsibilities in respect of smoking are to:

- Work with governors to ensure compliance with the government legislation and a stance on E-cigarettes on the school premises.
- Liaise with the PSHE Co-ordinator to ensure the effective delivery of the anti-smoking education within the curriculum is being monitored.
- Keep the governing body fully informed of provision, issues and progress around smoking.
- Monitor staff training requirements in relation to effective teaching and learning of education on smoking.
- Act upon any concerns which may arise from pupils' smoking behaviours.
- Effective management of the school site limiting the places and opportunities for pupils to smoke through effective deployment of staff at break times and lunchtime.

PSHE Co-ordinator

The school has a co-ordinator for PSHE who is responsible for all aspects of the subject including education on smoking. In respect of smoking, responsibilities are to:

- Ensure the implementation and quality of long term and medium term schemes of work for PSHE that incorporates education on smoking (including E-cigarettes).
- Ensure that all staff are confident in the skills to teach and discuss issues related to smoking.
- Consider the needs of all pupils, and to achieve this, recognise that the school might need to address some specific issues.
- Consult with pupils to inform provision around smoking and use the Growing Up In North Yorkshire bi-annual survey results to inform planning

- Access appropriate training.
- Monitor and advise on smoking curriculum organisation, planning and resource issues across the school.
- Ensure procedures for assessment, monitoring and evaluation are included.
- Liaise with any service provision to support aspects of smoking.
- Liaise with the Headteacher to ensure parents/carers are informed about what their children will learn about smoking / E-cigarettes and to support a partnership approach how they can be supported to discuss the issues with their children but also where they can access support around smoking.
- Contribute to the review / updating of the Smoke-Free Policy on a two year cycle or sooner if necessary.

External agencies

Whilst the responsibility for organising and delivering most, if not all, of the smoking curriculum rests with the school, there may be times when an external contributor can add value and bring to the classroom additional experience, skills or knowledge that teachers may not always have. However they may not possess the skills of organising teaching and learning or managing classroom behaviour. The Partners in Education form (see appendix two) is strongly recommended to be used when planning, and for evaluating the input of an external contributor. By using this it is more likely that clear learning outcomes will be established, the learning processes to achieve these, and that the work will be tailored to the target audience. It is essential to ensure that at all times a teacher is present when an external contributor is working with pupils who is actively engaged in the lesson as they retain the responsibility for classroom management. The visitors input will be more effective if a teacher provides the context and follow up to the session. All external visitors should have Disclosure and Barring Service check (DBS).

Delivery and curriculum for effective education on smoking

The Evidence Base indicates that the following aspects ensure the delivery of a good quality smoking curriculum:

- Research shows that good quality smoking education has the potential to delay the onset of smoking and to increase young people's knowledge and skills to make informed decisions about smoking
- The curriculum is based on pupils identified needs
- The curriculum is developmentally appropriate to the age of the pupils
- Research has consistently shown that scare tactics and fear-based approaches are not effective. Focus on sustaining the choices of the majority of young people who do not smoke using the normative education approach. This means providing young people with the data that the majority of young people do not smoke, reinforcing that the use of tobacco may not be as widespread or as common as they believe. Use data from the Growing up in North Yorkshire Survey e.g. in 2014, 77% of young people had not tried smoking and 93% were not regular smokers.
- The message provided is credible, factual and medically correct
- Opportunities to research and investigate problems and issues in society /locally. Pupils can see the relevance to their lives and can apply it to their lives. Pupils can develop the ability to identify and avoid risky situations, to negotiate smoking offer situations skilfully without losing face in the peer group
- A social influences approach which focuses on the more immediate consequences for themselves, particularly loss of face with friends and peers or negative self-image, rather than a focus on long-term implications for their health or consequences for others.
- Include information on why young people choose to smoke, explanation of addiction and what support is available to help people give up smoking and how to access the support
- Link to national campaigns e.g. no-smoking day, Stoptober and future career aspirations.
- Evidence suggests that interactive educative programmes supported by peers are particularly effective when exploring attitudes

Evidence from NICE (2010) indicates the following facilitators and barriers to deliver effective school based prevention activities. These should be borne in mind when delivering such activity:

Facilitator	Barrier
<ul style="list-style-type: none"> • Delivery of intervention by trusted professionals e.g. non-smoking teachers or teachers with “higher self-efficacy” • Involvement of parents (primarily including supporting materials to be taken home), and involvement of parents by letting them know about class work or asking them to help with homework assignments • Reinforcing smoking prevention messages in school curricula until leaving age • Smoke-free policies that applied to staff as well as pupils • Timing interventions to include multiple sessions over a school year 	<ul style="list-style-type: none"> • Delivery by teachers who are reluctant to discuss parental smoking • Delivery by teachers who use outdated methods to communicate prevention messages • Poor enforcement of smoke-free policies

An integrated curriculum is a key recommendation for smoking prevention in schools from NICE (National Institute for Clinical Excellence, 2010):

- Information about the health effects, as well as the legal, economic and social use, of tobacco use should be integrated across the whole curriculum, e.g. science, PSHE, citizenship, geography, mathematics and media studies
- PHSE classes about tobacco use should link to the whole school smoke-free policy, and should involve children and young people in the design of the lesson. These interventions should also be factual and interactive, tailored to age and ability and ethnically, culturally and gender-sensitive. They should not be judgemental and should focus on enhancing self-esteem and resisting pressure to smoke from peers, the media, family members and the tobacco industry.
- Accurate information should be given, including the prevalence of smoking and the use of tobacco by adults and peers should be discussed and challenged.
- Prevention activities should be integrated with Healthy Schools work

Ofsted (September 2016)

Inspecting safeguarding in early years, education and skills settings states:

- Children and learners are able to understand, respond to and calculate risk effectively, for example risks associated with substance misuse, child sexual exploitation, domestic violence, radicalisation and extremism, and are aware of the support available to them

School Inspection handbook -Personal Development, Behaviour and Welfare

- Pupils can explain accurately and confidently how to keep themselves healthy. They make informed choices about healthy eating, fitness and their emotional and mental well-being. They have an age-appropriate understanding of healthy relationships and are confident in staying safe from abuse and exploitation (outstanding grade descriptor)

The Policy could state

- How the smoking curriculum is delivered e.g. through Science, PSHE lessons, links to PE and healthy lifestyles, cross-curricular etc.
- Who delivers the smoking curriculum and how are their training requirements met?
- Content of the smoking curriculum with clear learning outcomes (or where this can be found)
- Explain the range of resources and teaching methods used.
- State how effective provision is ensured for all pupils.
- State how the smoking education is monitored within the curriculum.

Assessing, monitoring, evaluating and reviewing the smoking curriculum

The smoking education curriculum will be assessed in accordance with the school's policy for Assessment, Monitoring, Evaluating and Reviewing of Curriculum Subjects. Assessment of the curriculum should:

- Be planned from the beginning as an integral part of teaching and learning.
- Provide regular opportunities for pupils to give and receive feedback on their progress and achievements, helping them to identify what they should do next.
- Involve pupils in discussion about learning objectives and desired outcomes.
- Bi-annually complete the Growing up In North Yorkshire Survey to support the monitoring and evaluation of the smoking provision and to identify any emerging issues for pupils
- Include pupils as partners in the assessment process e.g. through self-assessment and peer-assessment.
- Enable pupils to identify and gather evidence of their progress in developing knowledge, skills, understanding and attitudes.
- Reflect the principles of inclusion and the range of pupils' learning styles enabling all pupils to demonstrate their achievement

The school's Curriculum lead will be responsible for monitoring the provision of education on smoking through the curriculum as part of the planned PSHE and other curriculum areas like Science and for reporting the results to the Senior Leadership Team, and via the Headteacher to the Governors' Curriculum Committee. The PSHE co-ordinator is responsible for evaluating the programme of work, reporting the findings on an annual basis, and for making recommendations for changes to the programme

Monitoring and Evaluation

The smoking education curriculum is regularly monitored within the schools framework for teaching and learning and delivery of the curriculum. The views of pupils, parents/carers and staff are used to make changes and improvements to the programme on an ongoing basis. The policy will be formally reviewed every two years for the following purposes:

- To ensure the policy adheres to legislation
- To review and plan the content and delivery of the programme of study for smoking education.
- To review resources and renew as appropriate.

To update training in line with current guidance and staff identified needs

A flowchart to support managing a smoking incident within a school

The flowchart below sets out some principles to inform a school's response to a smoking incident which should be consistent with the ethos of the school and a range of supporting policies, in particular the Behaviour policy and Health and Safety policy. Responses to any smoking incident should be proportionate, balancing the needs of the individual with those of the wider school community. The aim should be to provide pupils with opportunities to learn from their actions, develop as individuals and re-engage with the learning process to fulfil their potential.

To ensure a consistent approach to managing a smoking incident it is recommended that the school identifies key members of staff who are the 'designated members of staff' to manage any smoking incident that happens on the school site.

A pupil is found smoking by a member of staff

Consideration needs to be given to the immediate safety of the pupil and the area e.g. trying to conceal a cigarette on their person or throwing away a lit cigarette. The pupil may also have a lighter / matches on them. See further advice on searching and confiscation.

Every member of staff when finding a pupil smoking re-enforces the smoke-free rules that apply to the school site. A verbal warning is given about the breach of the school rule and that they are now going to have to apply the school's procedures for managing a smoking incident.

The member of staff who found the pupil smoking should record the incident on the pupil's behaviour log. The designated member of staff who has responsibility for speaking to the pupil should then decide on the most appropriate action from the menu below.

Caught smoking for the first time on school premises	Been caught smoking a few times on school premises	A problematic smoker who habitually smokes on the school premises
<p>The designated member of staff re-enforces that smoking breaches a school rule and provides targeted advice and information about smoking and the impact on individuals.</p> <p>A standard letter is sent home to the pupil's parents/carers to inform them they have been found smoking on the school site.</p>	<p>The designated member of staff assesses if the smoking behaviour is linked into other behaviours that are of concern e.g. truancy, being off-site, safety issues such as hiding a lit cigarette or carrying lighters/matches, and respond accordingly.</p> <p>A sanction or consequence for breaking the rules of smoke-free policy on the school site, consistent with the Behaviour Policy e.g. detention</p> <p>Increase support for the pupil to help them stop smoking but not taken out of lessons.</p> <p>Phone contact with parents/carers to discuss appropriate support to help the pupil stop smoking.</p>	<p>The designated member of staff needs to address the issue of smoking by following the referral pathway set out on page 12 of his guidance (with the pupil's consent). Allowing students to use approved nicotine replacement therapies (NRT) on the school site to support them to stop smoking.</p> <p>A sanction or consequence, that is consistent with the Behaviour Policy for repeated behaviours in breach of a school rule e.g. Head of Year detention, on report or loss of lunchtime privileges. The action of smoking is not in its self an excludable offence.</p> <p>Provide alternative supervised activities for the pupils during break and lunchtime. Allow pupils to go to designated members of staff for support, especially at times when they may feel the need for a cigarette or when they are withdrawing from the nicotine.</p> <p>A pupil can have a confidential referral to the Smokefreelife service but the pupil needs to consider if the school can contact the parents/carers for a meeting to ensure there is consistent support to help the pupil stop smoking. If appropriate provide families with information about smoking cessation support within the community.</p>

Stop Smoking Referral Pathway for young people in schools and other settings to the healthy child team / Smokefreelife North Yorkshire Service

There is a wide range of evidence that shows the negative impact smoking has on people in terms of increased risk in a number of cancers, heart disease, diabetes and reducing their life span. The younger a person is when they start to smoke, the more likely they are to develop long-term nicotine addiction, and have an increased chance of becoming a regular smoker in adulthood. As such it is important that interventions are available both to prevent young people from smoking and to reduce the number of young people continuing to smoke.

Most smokers start smoking during their school years. The Growing Up In North Yorkshire Survey 2014 showed that 20% of young people in secondary schools have tried smoking, 6% state they are regular smokers and of those who regularly smoke 45% would like to give up.

The Healthy Child Team can provide support and brief intervention work for young people who are identified smokers. The referral pathway suggests joint working between the Healthy Child Team and Smokefreelife North Yorkshire, the smoking cessation service. Smoking cessation is now available for children as young as 12. The service uses a combination of Nicotine Replacement Therapies (NRT) and motivational techniques to support people to stop smoking through one to one sessions and online support. All services are completely free.

As Smokefreelife is commissioned to deliver specialist support, it is recommended that all pupils or staff who wish to quit are referred to the service, rather than establishing on-site stop smoking support through the school. However, if there is a school with particularly high rates of smoking, there may be capacity for Smokefreelife to provide onsite group sessions, on a case by case basis.

NICE guidelines state that making information on the local smoking cessation service easily available to staff and students is important in school based prevention activities. Smokefreelife North Yorkshire information should be widely displayed across the site. The support could be advertised through PSHE lessons (when anti-smoking education is being covered), during assemblies, posters and leaflets around the school and information on the school website.

Staff can also access support to stop smoking by accessing the service from smokefreelife

Nicotine Replacement Therapy (NRT):





NRT has been licensed for young people who are aged 12 or over. The recommendation is that pupils access support from a healthy child practitioner / Smokefreelife North Yorkshire service, where they can be prescribed NRT as necessary. There are a range of NRT methods available: patch, gum, lozenge and inhalator. A school needs to decide which, if any, of these methods would be suitable for use during school hours. Depending on the type of NRT a young person is using there may need to be links with the schools managing medicines policy if a NRT method needs to be administered during the school day.

A school needs to ensure the following have been agreed and written into the schools smoke free policy to ensure effective referrals for young people:

- Agree that pupils at the school can be signposted to and access the Smokefreelife North Yorkshire service this would mean that the school would need to agree which Nicotine Replacement Therapies could be used during the school day that comply with school policies e.g NRT patches etc
- Agree if a specialist from the Smokefreelife service can access the pupil on-site for a consultation if this is deemed the most appropriate support for the pupil as well as receiving support from a healthy child practitioner. It may be that group support could be provided for a number of pupils (4 or more) depending on the needs of the pupils
- Decide if parental consent is required for any pupil to access the Smokefreelife North Yorkshire service either on-site or off site provision
- The governing body, senior leadership team and pastoral team should be aware that

support is being offered to pupils.

- Inform parents / families that Smokefreelife North Yorkshire service is available for pupils to access and pupils will be signposted to the service. The service will either be a group session on the school site or signposting to clinics off the school site which run after school (which may require family support to access the clinics).

School / PRS	Healthy Child Team	Smokefreelife North Yorkshire Service
<p>A key named member of staff in the school refers the pupil who is a regular smoker to the schools named healthy child practitioner</p>	<p>The healthy child practitioner meets the pupil and provides a brief intervention and identifies if the pupil would like to be referred to the Smokefreelife North Yorkshire service for support to stop smoking. (If the pupil is under 14 they would need parental consent, if the pupil is between 14-16 then the healthy child practitioner would assess for Gillick competency</p> <p> If the pupil does not want a referral to be made then the healthy child practitioner will revisit the issue of smoking with the pupil on a regular basis and use 'brief intervention' techniques to assess if they are ready to stop smoking.</p>	<p>Smokefreelife contact details 01609 663023 / 0800 246 5215 www.smokefreelifenorthyorkshire.co.uk</p>
	<p>The healthy child practitioner makes the referral to Smokefreelife North Yorkshire service. As well as providing the contact details of the pupil they would also provide the name of the key contact in school and the healthy child practitioners contact details.</p> <p></p>	<p>Smokefreelife North Yorkshire service would liaise with the healthy child practitioner about an appropriate way to contact the pupil. The pupil could attend a local clinic or if felt more appropriate then a specialist could meet the pupil at the school (if agreed by the school)</p>
<p>The key member of staff would keep in regular contact with the healthy child practitioner and with the pupil to provide on-going stop smoking support</p> <p></p>	<p>The healthy child practitioner would keep in regular contact with the key member of staff and pupil to provide on-going stop smoking support</p>	<p>With the pupils consent Smokefreelife North Yorkshire would keep both the healthy child practitioner and the key member of staff at school informed about the pupil's progress in stopping smoking and / or if they are no longer receiving support as they have stopped smoking or stop accessing the service.</p> <p></p>

Searching and Confiscation

Further information available in the document; Screening, searching and confiscation. Advice for Headteachers, staff and governing bodies. Dfe 2016

<https://www.gov.uk/government/publications/searching-screening-and-confiscation>

Headteachers and staff authorised by them have a statutory power to search students or their possessions, without consent, where they have reasonable grounds for suspecting that the student may have a prohibited item. Headteachers can decide not to use these powers. One of the prohibited items is tobacco and cigarette papers along with any item banned by the school rules which has been identified in the rules as an item which may be searched for e.g this could include E-cigarettes. Authorised members of staff have the power to search where a student refuses a reasonable request to, for example, turn out their pockets, but this does not impose any duty upon members of staff to carry out a search.

- Schools should make clear in their school policies and in communications to parents and students that tobacco and cigarettes papers and E-cigarettes are prohibited items
- A person can only carry out a search if it is the Headteacher of the school or they have been authorised by the Headteacher to carry out the search. Staff can refuse to carry out searches.
- School staff are not legally required to undergo any training prior to being authorised by the Headteacher to search students.
- Teachers have to have reasonable suspicion that the student has a prohibited item and the search should take place on school property or where the member of staff has lawful charge of the student, for example on school trips or in training settings in England (the powers only apply in England).
- The person searching must be the same sex as the student and it must be carried out in the presence of another member of staff. Where reasonably practicable they should also be the same sex as the student.
- The student may not be asked to remove any clothing other than outer clothing (clothing not touching skin or underwear).
- Possessions means any goods over which the student has or appears to have control – this includes desks, lockers and bags. Student's possessions can only be searched in the presence of the student and another member of staff.
- If a member of staff finds tobacco or cigarette papers they may retain or dispose of them, as they think appropriate but this should not include returning them to the student.
- The school does not require the consent of a parent/carer to carry out a search nor do they need to inform parents when a search has been carried out. There is no legal requirement to make or keep a record of a search. Though it would be good practice to do so.

Appendix 1 – Guidance for schools on E-cigarettes

Information taken from the ASH briefing on Electronic cigarettes, November 2014 at www.ash.org.uk and NHS Smoke Free October 2015.

What are E-cigarettes ‘electronic cigarettes’?

Electronic cigarettes, also known as vapourisers or electronic nicotine delivery systems are often, although not always, designed to look and feel like cigarettes. They have been marketed as less harmful alternatives to cigarettes and for use in places where smoking is not permitted since they do not produce smoke.

There are three main types of electronic cigarettes or vapourisers:

- Disposable products (non-rechargeable)
- An electronic cigarette kit that is rechargeable with replaceable pre-filled cartridges
- An electronic cigarette that is rechargeable and has a tank or reservoir which has to be filled with liquid nicotine

The first two types of electronic cigarette are often known as ‘cigalike’ products as they resemble cigarettes and often have a light at the end that glows when the user draws on the device to resemble a lit cigarette. The liquid in the devices usually contains nicotine suspended in propylene glycol and glycerine. The level of nicotine in the cartridges may vary and most also contain flavourings. When a user sucks on the device, a sensor detects air flow and heats the liquid in the cartridge so that it evaporates. The vapour delivers the nicotine to the user. There is no side-stream smoke but some nicotine vapour is released into the air as the smoker exhales.

Agreed information in December 2015:

- From 1 October 2015, it is illegal for retailers to sell e-cigarettes to children under 18 years of age. It is also illegal for adults to buy e-cigarettes on behalf of a child under 18 years of age. Therefore, e-cigarettes should be treated in the same manner as cigarettes.
- Electronic cigarettes are not cigarettes. They do not contain tobacco and using them is not smoking but they do contain nicotine. E-cigarettes are not risk free, but on current evidence they carry a fraction of the risk of smoked tobacco. As well as nicotine, e-cigarette liquid and vapour can contain toxic substances, although these are either at lower levels than seen in cigarette smoke or at levels not associated with health risk. The current best estimate is that e-cigarette use carries only around 5% of the risk of smoking.
- Although electronic cigarettes do not produce smoke, users exhale a smoke-like vapour which consists largely of propylene glycol and glycerine. The level of nicotine present in electronic cigarette vapour is about one tenth of that generated by a cigarette. Any health risks of secondhand exposure to propylene glycol vapour are likely to be limited to irritation of the throat
- The harm from smoking is primarily caused through the toxins produced by the burning of tobacco, which does not happen when smoking e-cigarettes. However, nicotine can be addictive as it is both a stimulant and sedative to the central nervous system, increasing the heart rate and blood pressure, and is present in e-cigarettes.
- Currently electronic cigarettes are regulated as general consumer products. The EU Tobacco Products Directive comes into effect in May 2016, electronic cigarettes containing up to 20mg/ml of nicotine will come under this directive. Above that level such products will require authorisation by the Medicines and Healthcare Products Regulatory Agency as over the counter medicines in the same way as Nicotine Replacement Therapy.
- Most of the safety concerns regarding electronic cigarettes relate to the absence of appropriate product regulation and inconsistencies in quality control. The current lack of regulatory oversight means that there is significant variability in device effectiveness, nicotine delivery and cartridge nicotine content both between and sometimes within product brands.

- Users of electronic cigarettes are usually current or ex-smokers. National data indicates a small percentage of young people use them but data from the Growing Up in North Yorkshire survey found 22% of Year 8 and Year 10 pupils had tried them. Nationally, among under-18s, while experimentation with e-cigarettes is fairly common, regular use is rare and almost entirely confined to those who have already smoked.
- Currently, electronic cigarettes are not regulated under smokefree laws in the UK. In general, users are free to use them in most public places such as bars, restaurants and on public transport, although the managers of some premises have prohibited their use. However, it is now illegal for children under the age of 18 to smoke e-cigarettes anywhere.
- E-cigarettes are not licensed medicines and therefore cannot be prescribed as part of a stop smoking service. However, evidence from a number of studies indicates that e-cigarettes can help people quit smoking, with **similar** or **better** results than nicotine replacement therapies such as patches or gum. People who use e-cigarettes too little or too rarely have less success at quitting smoking because not enough nicotine is obtained to reduce the urge to smoke. The type of e-cigarette used may also make a difference. However, e-cigarettes are still fairly new and we won't have a full picture on their safety until they have been in use for many years, so it will be important to continue to monitor the evidence as it develops.
- Although e-cigarettes can be used as an aid to quit, due to new regulations on the use of e-cigarettes for under 18s, schools should treat them in the same manner as cigarettes, and encourage the use of NRT and other methods provided through the smoke free service to help children quit.
- In North Yorkshire the new Smokefreelife service began in January 2016 and will provide support and treatment for anyone over the age of 12.

Partners in School Agreement Form
Supporting the Personal, Social, Health, Citizenship and Economic Education (PSHCEe)

The aim of this document is to ensure that both the school and the external partner's are mutually aware of the other's expectations and to ensure that a high quality teaching and learning session is the guaranteed outcome. To ensure the students benefit fully from the contribution of the partner agency the following form needs to be completed and the planning checklist needs to be considered prior to the session running in the school.

School:

Lead contact person:

Second contact person:

Tel:

Email:

Agency:

Lead contact person:

Name of person(s) delivering the session:

Tel:

Email:

What is the aim of the session?

What type of session is being delivered? (lesson, assembly, drop down day etc)

What are the intended learning outcomes for the students?

Is the partner agency delivering the whole session or contributing to part of session?

What activities and methods will be used during the session? (If possible please send a copy of any session plan and supporting resources to the lead contact person at the school before the session runs to ensure appropriateness of resources for the age group)

Date/Time	Year / Class	Number of students	Any special needs or sensitive issues to be aware of?	Any equipment that needs to be provided by the school?

Planning checklist

Aspects to be considered	Any agreed actions
Is it clear how the partner's contribution fits with the planned PSHCEe scheme of work?	
Is there a good understanding of the values of the partner agency and the reasons for working with schools?	
Is there a Single Central Record (SCR) of recruitment and vetting checks in place for staff and others identified as having regular contact with pupils, including volunteers?	
Are measures in place to ensure the school knows the identity and purpose of all visitors to the school, so that no unknown adults can gain unchallenged access to pupils or to any part of the school site?	
Is a risk assessment required?	
Have the relevant school policies been discussed and if required access been given e.g behaviour, child protection, health and safety, substances and sex and relationships?	
There is a clear understanding about ensuring a safe and secure learning environment is established, managing sensitive and controversial issues and the levels of confidentiality that can be offered?	
Have the relevant professional boundaries been discussed? The school ensures that a teacher will be present throughout the session. They will take responsibility for behaviour management and be supportive and involved in the partner agencies session.	
Is it clear how the pupils learning will be assessed at the end of the session by the partner agency to ensure further work by the school supports the learning i.e. it is clear what the pupils have achieved/learned/can do.	
Appropriate monitoring and evaluation of the session has been discussed and agreed?	

Effective teaching and learning in Personal Social Health Economic education by partner agencies

Effective teaching and learning in PSHEe occurs when:

- Sessions take into account student starting points and are based on needs analysis
- There are clear learning objectives and outcomes that are shared with students
- There is regular assessment of student progress against the learning outcomes by questioning students during the lesson and observation of activities
- Teaching and learning strategies are engaging and allow opportunities for students to apply their knowledge, skills and understanding and develop as independent learners
- Presenters have a good depth of subject knowledge and feel confident in delivering a session on the subject
- Presenters manage discussions on sensitive and controversial issues with skill
- Lessons are based on real life scenarios that reflect the everyday issues that students face, using data and contextual information that isn't readily available to the school
- Negotiated ground-rules establish a safe climate for learning and set out expected behaviours for learning
- A variety of questioning techniques are used, including students asking and finding out the answers to their own questions
- A wide range of imaginative resources are used that stimulate, enthuse and engage students' interests.
- Students demonstrate the ability to listen to others and participate in discussions, leading to them being able to make informed decisions and choices

Prior to the session, partners may wish to negotiate with the school:

- Where the in-put from the partner agencies fits into the scheme of work and how the session will be followed up by the school
- How/when students are made aware of the session and its links with their programme of study
- How/when a teacher may intervene in a session
- Whether the partner will be the sole deliverer of the session or whether it will be a 'team-teach' approach with the partner acting as the expert witness

Appendix 2 of partners in school agreement form

Lesson plan

Learning outcomes (what I want students to know/understand/be able to do by the end of the lesson)
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Key information (SEND/EAL/TA/no on roll)
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Starter activity	Role of the teacher
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Main part of lesson (activities must support the learning outcomes nb timings)	Role of the teacher
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Plenary (how do I know that students have achieved/learned/can do what I wanted?)	Role of the teacher
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The class teacher retains responsibility for classroom management, please negotiate with them as and when you would like them to intervene should the need arise.

Appendix Three of partners in school agreement form

Evaluation record by the external partner or school

For completion by teaching staff and external partner after delivering session.
If external partner please delete school and vice-versa

Name of external partner and school
Date of session
Year / Group
What were the aims of the session?
External partner / teacher evaluation of the session What went well? What did you learn from this session?
What went less well? How could the session be improved?
To what extent were the aims met?
Student's feedback on the session?
Would you suggest any changes next time?

Please send this form back to (either put lead person in the school and school address or the agencies address and lead person.

**Xxxxxxxx School
Smoke-Free Policy**

Document Status			
Date of Next Review		Responsibility	<i>.....Committee</i>
Success Criteria for review completion		Responsibility	<i>(Chair)</i>
Date of Policy Creation	Adapted school written model	Responsibility	<i>Chair of ...</i>
Date of Policy Adoption by Governing Body		Signed	
Method of Communication (e.g. Website, Noticeboard, etc)			

Definition of tobacco, tobacco products and E-cigarettes – clearly identifying what is not allowed on the school site and for wider school activities e.g residential trips

The law and how the school will respond to this

Effective whole school approach that the school is adopting

Aims and Objectives of being a smoke free site

To whom the policy will apply, where and when:

- Pupils
- Staff
- Visitors
- Parents / carers
- Events

Role and Responsibilities:

- Governors
- Headteacher
- PSHE co-ordinator

Delivery and curriculum for effective education on smoking

Assessing, monitoring, evaluating and reviewing the smoking curriculum

Flowchart to support managing a smoking incident within a school

Referral pathway to support a young person to try to give up smoking working in partnership with the healthy child team and smokefreelife North Yorkshire

Searching and Confiscation

This policy will be reviewed in two years' time or in response to an incident.