



We demonstrate tolerance and respect through child-led play

## No Smoking Policy

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## No Smoking Policy

### 1 Scope & Purpose

1.1 In order to promote the health and safety of both staff and children, Croft Playgroup will endeavour to ensure that its premises are free from tobacco smoke. In line with further health advice this policy also applies to vapour from electronic cigarettes (E-cigarettes).

1.2 This policy applies to all staff as well as all parents, carers, visitors, contractors and sub-contractors.

### 2 Outline

2.1 This policy sets out that Croft Playgroup requires all parents, staff, volunteers and visitors not to smoke in any room used by the Playgroup. This includes the waiting area outside the front door.

2.2 We comply with health and safety regulations and the Safeguarding and Welfare Requirements of the Early Years Foundation Stage in making our setting a no-smoking environment - both indoors and outdoors:

“3.56. Providers must not allow smoking in or on the premises when children are present or about to be present.”

2.3 We expect that all staff adhere to our no smoking policy. Failure to adhere to our policy and procedures may result in disciplinary action. Those who smoke should follow the guidelines outlined below:

- Staff who smoke during working hours and traveling to and from work must not do so whilst wearing playgroup uniform and/or clothes intended to be used during working hours, or must at least cover the uniform with a garment which is removed and kept away from the children.
- E-cigarettes are not permitted to be used on the premises.
- Staff that smoke or use e-cigarettes during their scheduled breaks must use these well away from the premises.
- Staff who smoke during their break make every effort to reduce the effect of the odour and passive smoking for children and colleagues through wearing a garment over their uniform which can be removed before returning to the children.
- It is a criminal offence for employees to smoke in smoke-free areas, with a fixed penalty of £50 or prosecution and a fine of up to £200.
- Under no circumstances are any staff allowed to smoke on the premises.
- The Croft Playgroup does not provide a designated smoking area.



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**This policy was adopted by Croft Playgroup**

Signed on behalf of the Croft Playgroup

Croft Playgroup Committee

Croft Playgroup Manager

Print Name: Katherine Chan

Print Name: Michelle Barrow, Helen Dearlove

Signed.....

Signed.....

Dated.....

Dated.....

*Date policy to be reviewed: March 2024 or earlier if required*