Cyfarthfa High School

POLICIES AND PROCEDURES

Smoke-Free Premises Policy

POLICY DATE

September 2026

SCHEDULED REVIEW

September 2027

Policy Lead

Jo Houghton | Deputy Headteacher

Approval date 08.10.26

Approval

Role	Name and signature	Date
Chair of Governors	D. Williams	08.10.26
Headteacher	B. Davies	08.10.26
Designated SLT member	J. Houghton	08.10.26

Smoke-Free Premises Policy

Policy date September 2026 | Review September 2027

Cyfarthfa High School is a smoke-free and vape-free school. This policy sets out the rules for school premises, grounds, visits and transport, and explains how the school supports prevention, responds to incidents and helps people access support.

Policy lead: Jo Houghton — Deputy Headteacher

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Overview for parents and carers

Cyfarthfa High School is a smoke-free school.

Smoking is not permitted in any part of the school's premises, associated school grounds or school vehicles.

There are no designated smoking areas within the school buildings or grounds.

The Smoke-free policy applies to all events/activities held in the school, including before or after school sessions which are attended by school employees as part of their work and/or visitors to such meetings/events.

This policy applies to everyone using the school premises or vehicles and all vehicles used on school business to transport school staff or learners.

No Smoking signs must be displayed in a prominent position at, or near entrances to smoke-free premises and grounds.

For the purposes of this Smoke-Free Policy, e-cigarettes shall be classed in the same manner as smoking. This includes prohibiting the use of e-cigarettes in all school buildings, grounds and vehicles.

This school is part of the Smoke–free Gates initiative and smoking and vaping at the school gates is actively discouraged.

School staff and governors are responsible for supporting a smoke-free school, monitoring compliance with the policy and acting on concerns arising from smoking behaviours.

Smoking on school grounds can result in a fixed penalty fine of £100.

When smoking cessation is required, persons will be signposted to the National Smoking Cessation Service, Help Me Quit (HMQ). Contact HMQ by phone – 0800 085 2219 or via the HMQ website – www.helpmequit.wales

1 Introduction

Cyfarthfa High School is a smoke-free school. We take seriously our duty to promote the health of all who work, study and play here and no one is permitted to smoke in our school buildings and school grounds. As defined in the *Smoke-Free law: guidance on changes from March 2021,* school grounds are those that are not enclosed or substantially enclosed and are used exclusively or mainly, by the school for education, sporting or recreational purposes. For additional clarity in regard to Smoke-Free School Grounds see: https://gov.wales/smoke-free-law-guidance-changes-march-2021-html#section-58274 i

On the 2nd April 2007 the Smoke-free Premises etc. (Wales) Regulations ("the 2007 Regulations") came into effect. These Regulations were introduced to save lives and prevent diseases caused by second-hand smoke. The Regulations were made using the powers in Chapter 1 of Part 1 of the Health Act 2006.

With the introduction of Chapter 1 of Part 3 of the Public Health (Wales) Act 2017 ("the 2017 Act") and the Smoke-free Premises and Vehicles (Wales) Regulations 2020* ("the 2020 Regulations") that came into force on 1 March 2021, it is now illegal to smoke on school grounds. Smoking is the main cause of premature death in Wales. The regulations have been introduced to reduce second-hand smoke, prevent smoking-related diseases, de-normalise smoking and save lives.

** The above legislation 'only covers smoking tobacco. It does not include e-cigarettes'. All references in this Smoke-Free Premises Policy relate to 'the definition in the legislation which covers the smoking of cigarettes, pipes, cigars, herbal cigarettes and waterpipes (often known as hookah or shisha pipes) etc. Therefore, an individual will not be committing an offence if they were to use an e-cigarette (vaping) in a setting that is required to be smoke-free. However, those responsible for particular places and settings may introduce voluntary, non-legislative requirements on e-cigarette use if they wish'. For the purposes of this Smoke-Free Policy, e-cigarettes shall be classed in the same manner as smoking of other materials in all cases. This includes prohibiting the use of e-cigarettes in all school buildings, grounds and vehicles.*

In addition, *this school is part of the Smoke-Free Gates initiative whereby both smoking and vaping at the school gates is actively discouraged.*

** If other substances are being smoked or used which fall outside of the above definition, then please refer to the Substance Use & Misuse Policy as deemed appropriate.

2 Aims

To comply with the Chapter 1 of Part 3 of the Public Health (Wales) Act 2017 ("the 2017 Act") and the Smoke-free Premises and Vehicles (Wales) Regulations 2020 ("the 2020 Regulations")

- To ensure '**No Smoking signs'** are displayed in a prominent position at, or near each entrance to any smoke-free premises and grounds so everyone is aware. The legislation has a number of requirements for 'No smoking' signs which can be found here in Appendix 1.
- To provide a smoke and vape-free environment for the whole school community, protecting the right of learners, staff, parents and visitors to not be exposed to second-hand smoke ii
- To improve the health of the whole school community
- To educate the whole school community on the benefits of being smoke -free and the risks associated with smoking & second-hand smoke
- To reduce smoking-related litter on the school grounds and around school gates
- To be a healthy role model within the local community

- To contribute towards the de-normalisation of smoking and vaping amongst children and young people
- To ensure a whole-school approach to smoking and vaping
- To adopt and support education and interventions that aim to prevent the uptake of smoking amongst the learners, staff, parents/carers, contractors and members of the wider community
- To reduce the prevalence of smoking across the whole school community by signposting to Smoking Cessation Services
- To meet the Welsh Network of Healthy Schools National Quality Award (NQA) Minimum Standard 11 for Substance Use and Misuse

3 Rationale

Smoking is associated with a wide variety of diseases and is the largest single cause of avoidable early death in Walesiii. Exposure to second-hand smoke (smoke from other people's cigarettes) can also have a negative impact on health.

All members of the school community have the right to work and learn in a smoke-free environment. Smoke-free school grounds support smoking prevention, cessation and the ongoing reduction in the number of people smoking in Wales. It aims to reduce children and young people's exposure to smoking; de-normalises the behaviour; reduces their likelihood of taking smoking up and supports ex -smokers to remain smoke-free.

The 2019-2020 School Health Research Network (SHRN) Reportiv shows that the number of young people smoking or vaping across Merthyr Tydfil is above the Welsh average with vaping being of a particular concern. Some learners report smoking/vaping before the age of 11, and smoking/vaping rates increase with age. These rates differ depending on ethnicity, gender identification and family affluence levels. Cyfarthfa High School recognises socio-economic inequalities exist in smoking/vaping, and through this policy will provide a smoke-free setting and support a smoke-free lifestyle for all learners.

The majority of smokers start as teenagersv. The earlier a person starts smoking, the more likely they are to continue, and the greater the risk to their healthvi. Educating all learners around the dangers of smoking and vaping provides them with information and skills to make informed decisions about their health behaviours.

A whole-school smoke-free policy; adult and peer led smoking prevention interventions; and staff training and development, are all included in the National Institute for Health and Care Excellence (NICE) recommendations for smoking prevention in schools.

Whilst the number of children and young people's regularly using e-cigarettes is low. experimentation is higher and their long-term effects remain unknown. They are included in this policy because:

- There are no benefits to children and young people using E-cigarettesvii
- E-cigarettes may normalise smoking for those who have never smoked and influence their uptake of similar behaviours
- Young people who have not previously smoked cigarettes may try e-cigarettes or be influenced by adults smoking e-cigarettes
- Mixed messages around e-cigarettes and their various flavours may attract young people to using them

Smoke-Free School Grounds, Smoke-Free School Gates and a lack of visibly smoking/vaping school staff, visitors and parents/carers, provides healthy environments and positive role models for

learners. This contributes to the development of a health-promoting school and learners' healthy behaviours.

4 National guidance and related policies

National guidance

- The Smoke-free Premises and Vehicles (Wales) Regulations (2020)
- Smoke-free Premises etc., (Wales) Regulations (2007)
- Welsh Government: Guidance for Substance Misuse Education (2013)
- Nice Guidance[NG209] Overview | Tobacco: preventing uptake, promoting quitting and treating dependence | Guidance | NICE
- Curriculum and Assessment (Wales) Act (2020) / Curriculum for Wales Guidance
- Welsh Government: Personal and Social Education Framework and Science Curriculum (2008)
- Welsh Government: Wales Safeguarding Procedures
- Equality Act (2010)
- United Nations Convention on the Rights of the
- Child (UNCRC): Children's rights in Wales | GOV.WALES

Related school and local authority policies

- Drug and Substance Misuse Policy
- Behaviour Policy
- Child Protection/Safeguarding Policy
- Anti-Bullying Policy
- Health and Safety Policy
- Educational Visits Policy
- Confidentiality Policy
- Complaints Policy
- Personal and Social Education (PSE)
- Use of Reasonable Force and Physical Intervention
- County No Smoking Policy
- County HR policies such as Disciplinary Policy

5 Consultation and communication

Staff, Governors, learners, parents/carers and members of the wider school community including outside agencies as appropriate, have been included in the development of this policy and practice in relation to smoking & vaping.

5.1 Dissemination

Staff will have the knowledge and understanding of policies, procedures and agreed practice to support the implementation of this Smoke -Free Policy through staff training and policy dissemination. It is provided in staff induction, staff appointments, con tracts, handbook, the school prospectus, school website and notice boards. It will be widely publicised to staff, learners and the

whole-school community, parents of new entrants will also be informed of it, as will contractors, other workers and visitors. It will also be included in contracts for those hiring the use of the school premises.

5.2 Location

A copy of this policy can be found on the school website.

6 Equality

This Policy applies to everyone. As an employer and provider of services, Cyfarthfa High School will not unlawfully discriminate on the grounds of age, disability, sex, gender reassignment, race or ethnicity, religion or belief, sexual orientation, marriage or civil partnership, pregnancy and maternity or on the grounds of Welsh language.

- All learners, their parents and guardians, volunteers, staff and school governors are valued and will be treated with dignity and respect. We will not tolerate any form of discrimination, harassment or victimisation.
- We will work across our school community to ensure our commitment to equality and fairness is shared and take steps to ensure that our school is accessible, welcoming and inclusive.

7 Roles and responsibilities

7.1 Headteacher

The person who controls or is concerned with the management of the school grounds must take reasonable steps to stop a person who is smoking there from smoking. The implementation of this policy is used to support this responsibility. A 'Good Practice Audit' for Headteachers is included in Appendix 2.

The Headteacher will also: -

- Work with Governors to ensure compliance with the policy, and keep them informed of provision, issues and progress around smoking
- Allocate responsibility to a designated staff member for a whole school approach to being a smoke -free school
- Act upon any concerns which may arise from learners smoking behaviours
- Share intelligence with relevant partners/ Crime Stoppers/Trading Standards about illicit tobacco
- Keep a record of incidents

7.2 Governors

- The Governing Body has the responsibility to review and ensure there is an up-to-date policy that ensures the school complies with government legislation.
- The Governing Body, in co-operation with the Headteacher, is expected to involve families, learners, health and other professionals to ensure the smoking curriculum addresses the needs of learners, local issues and trends.
- Ensure regular evaluation of provision and policy.

7.3 Designated staff and curriculum leads

Jo Houghton, Deputy Headteacher, is the designated policy lead and coordinates the school's approach with the relevant curriculum and wellbeing staff.

- Staff have the responsibility of ensuring that there is a good quality, whole school, skills based and age-appropriate smoke-free education programme in place.
- Consult with learners about what they need or would like to learn.
- Formulate the programme of study and liaise with colleagues to ensure provision across the whole school.
- Monitor and evaluate the programme of study.
- Liaise with outside agencies and coordinate their involvement with smoke -free education.

7.4 All staff

- Support a smoke-free school
- Report illicit tobacco intelligence to the Headteacher
- Instigate safeguarding procedures if relevant, for learners involved in smoking/ tobacco related incidents
- Remain present at all times when outside agencies deliver educational sessions with learners.
- Are supported & are authorised to ask others including non-employees to adhere to the policy.

7.5 Outside agencies

- Whilst the responsibility for organising and delivering the curriculum rests with the school, there may be times when an external contributor can add value and bring additional experience.
- Any outside agency will familiarise themselves with the school smoke -free policy when planning and delivering sessions at the school.

7.6 Parents and carers

- To respect the Smoke-Free Policy and not smoke or vape on school grounds
- To support their child to adhere to the Smoke-Free Policy
- Feel empowered to access non-judgemental & free support offered through the school
- Feel encouraged and supported to be actively involved in their child's smoke -free education
- To not smoke in a vehicle carrying a child (person under the age of 18 years old). This is in line with current legislation.

8 Staff training

The Senior Management Team will ensure there is adequate training and resources for all staff involved in the delivery of this Policy.

A list of training providers are available in Appendix 3.

9 Providing a smoke-free environment

9.1 School premises

Smoking is not permitted on any part of the school's premises and associated school grounds There are no designated smoking areas within the school buildings or grounds.

The smoke-free requirements will not apply to a dwelling that is within a school grounds. For example, the garden of a caretaker's house within the school grounds would not be required to be smoke-free.

- This school is part of the Smoke-Free Gates initiative and smoking and vaping at the school gates is actively discouraged.

9.2 Visits

- The Smoke-free policy applies to all events/activities held in the school, including before or after school sessions which are attended by school employees as part of their work and/or visitors to such meetings/events.
- This Policy applies when learners are taken off site for any reason, e.g. school excursions.

9.3 Transport

- This policy applies to everyone using the school premises or vehicles and all vehicles used on school business to transport school staff or learners.

It is against the law to smoke in a vehicle that is used wholly or mainly for work purposes or carries learners or members of the public. 'No smoking' signs are required to be displayed.

- Smoking is not permitted in any school vehicle, nor is it permitted in any commercial vehicle transporting learners on school journeys/ educational trips in accordance with the legislation
- Our staff are asked to refrain from smoking in their own vehicles when carrying passengers on behalf of the school.
- The driver, operator or person responsible for a smoke -free vehicle must take reasonable steps to stop smoking in the vehicle: https://gov.wales/smoke-free-law-guidance-changes-march-2021-html#section-58227

10 Environment and school gates

- Providing a smoke-free environment will reduce smoking related litter in and around the school premises.

10.1 Smoke-free school gates

The school is part of the Smoke-free School Gates initiative to further reduce exposure to second-handsmoke and de-normalise smoking. Signs are displayed at the school gates. Any visitors to the school are expected to comply with the Smoke-free School Gates initiative.

11 Smoking cessation support

When smoking Cessation is required, persons will be signposted to relevant agencies. Smoking cessation support posters, displays and statutory no smoking signage will be displayed in school areas to create a positive visual message which supports a smoke-free working and learning environment.

- The school will support smoking staff to quit by displaying the Help Me Quit helpline number in the staffroom (0800 0852219).
- Posters are displayed on websites, social media pages as well as noticeboards for parents/carers, staff and visitors to see and help support those who are thinking about a quit attempt.

See Appendix 4 to access posters and additional information

12 Curriculum

12.1 Personal and social education and Health and Well-being

We are committed to creating a smoke-free and vape-free environment while developing learners' knowledge, attitudes and skills in decision making around smoking. We will ensure that smoke -free

education is part of a broad and balanced health and well-being curriculum. A range of age-appropriate methodologies will be used to deliver smoke-free education with the aim to prevent the uptake of smoking. Education will include equipping learners with the knowledge and practical skills to make informed positive health choices in relation to smoking.

A list of resources that can be used to support learning can be found in Appendix 5 alongside the mapping of Substance Use and Misuse to the *What Matters Statements & Progression Steps* within the Health & Well-being AOLE.

We maintain regular contact with local Healthy Schools teams for updated resources.

12.2 School Nurse and Youth Support Service

The School Nurse and Youth Support Service may provide support, advice and signposting to the school community on smoking related issues and will emphasise the smoke-free message and culture of the school in all aspects of work carried out.

13 Responding to incidents

Smoking on school grounds can result in a fixed penalty fine of £100. The following procedures will apply when there is non-compliance with the Smoke-Free Policy.

Learner incidents

Staff who become aware of incidents involving learners and smoking or vaping will notify Jo Houghton, Deputy Headteacher, as the nominated responsible staff member. She will notify the Headteacher or act in line with the school's Behaviour Policy.

Learners who disregard the Policy will be disciplined according to the school's disciplinary and behaviour procedure.

Tobacco and related equipment will be managed in accordance with the confiscation, storage and safe disposal procedures in Cyfarthfa High School's Drug and Substance Misuse Policy. Immediate action is needed when there is a clear risk to safety, for example:

Example	Action
Tobacco is being supplied on or near premises to underage learners Illicit tobacco supply to children & young people	Contact Trading Standards or Police Designated Senior Person/ Safeguarding Lead/ Safeguarding Policy
Learners in possession of tobacco	Contacts parents or guardians

Contact with parents or carers

This will need to be considered alongside each individual incident and a local decision made.

There will be a reasonable attempt to contact parents or guardians to inform them of any tobacco related incident unless:

- There are child protection concerns
- It would interfere with a school investigation
- It would interfere with a police investigation
- It could result in greater harm to the learner for another reason

Contact with the police

The school will refer to the School Crime Beat Protocol Guidance on tobacco related incidents: Microsoft Word - WPSP School Crime Beat Protocol ENG wpsp_scbp_20211119_rev1.docx (schoolbeat.cymru) Microsoft Word - RYHC Protocol Trechu Troseddau mewn Ysgolion CYM ryhc_ptty_20211119.docx (schoolbeat.cymru)

After an incident

Staff who become aware of difficulties or incidents involving learners should notify the Responsible Staff Member and refer to the school's Behaviour Policy and Well-being Policy.

Supporting learners

The school will have procedures in place to protect the welfare of any learner after an incident. They may require support in the period following a tobacco incident, as they may feel extremely vulnerable at the time. The range of responses may include (and depend on available access) to:

- Learner assistant programmes or ELSA
- School Police Officer input from Wales Police Schools Programme
- Referral to smoking cessation services (with consent)
- School based counselling
- Eye to Eye (RCT): 01443 202940 or www.eyetoeye.wales
- E-Exchange (Merthyr): 03302 020 283
- Early Help Hub (Bridgend): 01656 815 420 or EarlyHelp@bridgend.gov.uk
- Kooth: Free, safe and anonymous support and counselling is available to all young people aged 11-18 on Kooth.com across Cwm Taf Morgannwg (CTM). Kooth is funded by the CTM University Health Board and all resources and support are FREE for schools, services and young people to access.
- Youth Support Services
- Behaviour contracts
- Restorative approaches
- Barod- Barod's substance misuse provides a number of different services for adults and young people who use substances: Cwm Taf Integrated Substance Misuse Service - Barod

Recording incidents

At Cyfarthfa High School, the system for recording incidents must include accurate factual records of all tobacco and related vaping incidents using:

- Provision Maps

Outside school

This policy applies on educational visits, including residential visits. Concerns about tobacco or vaping outside school will be considered under the school's safeguarding procedures where a learner's welfare may be at risk.

Safeguarding and confidentiality

Teachers or staff will not promise confidentiality. The boundaries of confidentiality will be made clear to learners. Wales Safeguarding Procedures will apply, and it may be necessary to invoke the local and School Safeguarding/ Child Protection Procedures or Adult Protection Procedures if a learner's

safety or welfare, or that of another person is under threat. If a learner discloses information which is sensitive, or not genera **l**y known, and has asked for it not to be passed on, it will be discussed with a senior member of staff. Confidentiality may be broken against the wishes of the person confiding the information when necessary. For example:

- Where there is a child or young person safeguarding issue
- Where the life of a person is at risk or there is a risk of a serious harm to others
- When criminal offences are disclosed

Every effort will be made to secure the Learner's agreement to the way in which the school intends to use any sensitive information.

Staff incidents

Tobacco or vaping related incidents involving staff are subject to the Disciplinary Procedures for School Staff. The staff member will be offered information to help quit smoking through the local Smoking Cessation Services (see Appendix 4).

Adult visitors

Where a parent, guardian or visitor is, or appears to be smoking or vaping on a school site, the individual will be reminded of the smoke-free status of the school and grounds, and politely asked to extinguish their cigarette or vape (see below). Learners in post-16 education who have reached the age of 18 are also legally adults but the wider practice outlined in this document applying to learners will also apply to learners aged 18 or above.

Responding to continued smoking or vaping

Politely ask the person to stop. If they comply, thank them. If they continue, report the incident to Jo Houghton, Deputy Headteacher, or the Headteacher. Persistent smoking can be referred to Merthyr Tydfil Trading Standards on 01685 725000. The smoking fixed penalty provisions do not apply to vaping; vaping is prohibited by school policy.

In all cases where physical violence or intimidation is threatened or encountered, assistance of the Police will be sought.

14 Media enquiries

Staff at Cyfarthfa High School will not report incidents and / or issues concerning tobacco use to the local press or media generally. The Headteacher in conjunction with the LEA and Governors will deal personally with all media matters. All media enquires will be referred to the Council's Press Office.

15 Monitoring and evaluation

This policy will be developed and reviewed with the whole school community. The Headteacher will monitor compliance and implementation, supported by Jo Houghton, Deputy Headteacher, as policy lead. The Governing Body will review and approve the policy annually.

Policy date: September 2026. Scheduled review: September 2027. This policy applies to Cyfarthfa High School as a non-residential school.

Appendix 1 No smoking signage



https://gov.wales/smoke-free-law-guidance-changes-march-2021-html#section-58274
https://gov.wales/sites/default/files/publications/2021-01/it-is-against-the-law-to-smoke-in-these-school-grounds-poster.pdf .

Appendix 2 Good practice audit

It is suggested that schools use this audit to help inform good practice. It can be completed with pupil representatives. The questions that follow for each standard, will give suggestions for best practice

Standard 1 Signage

School: Cyfarthfa High School Completed by: _____
Date: _____ Review date: _____

Record Yes, No or N/A in the status column and add actions or comments.

Question and guidance	Status	Actions and comments
1. Are No Smoking signs well positioned, away from other signs, at every entrance and visible to all?		
2. Do the signs have the correct graphic & wording? This must read: It is against the law to smoke in these school grounds/ Mae ysmygu yn nhir yr Ysgol hon yn erbyn y gyfraith DIRWY/FINE £100 Guidance: Guidance on signage can be found at: https://gov.wales/smoke-free-law-guidance-changes-march-2021		
3. Have you used any posters to support smoke-free school messages? Guidance: Additional Smoke-Free poster for schools can be found at: https://gov.wales/no-smoking-information-posters		
4. Do you regularly monitor and review the condition of the signs around the school grounds?		
5. Have the signs reduced smoking on the school grounds? Guidance: You may want to review where signage is sited with the engagement of learners.		
6. Is the school part of the Smoke-Free School Gates Initiative (Initiated by ASH Wales in 2013)? Guidance: Please ensure you have the additional official signage alongside your Smoke Free Gates signage		
7. Have you created a learner friendly Smoke-Free School sign or logo? Guidance: This can be used in all communications with families, contractors and visitors to the school.		

Standard 2 Communication

School: Cyfarthfa High School Completed by: _____
Date: _____ Review date: _____

Record Yes, No or N/A in the status column and add actions or comments.

Question and guidance	Status	Actions and comments
1. Are all school staff, contractors and visitors aware of the Smoke-Free Premises and Vehicles (Wales) Regulations 2020 legislation? How have they been informed? Guidance: when signing into the school via Headteacher updates via email/newsletters staff meeting updates policy information staff inductions		
2. Is the wider community aware of the Smoke-Free Premises and Vehicles (Wales) Regulations 2020 legislation? How have they been informed? Guidance: This could include for example, rolling reminders on the foyer TV screen parental communication school website parent forums or PT Headteacher/ Governor report		
3. Is the school community aware of the whole school Smoke-Free Policy, and the sanctions & support associated with the legislation?		
4. Is the School Council involved in work to promote Smoke-Free School grounds? Guidance: Evaluating the effectiveness of the school signage. Supporting peer education and communication through posters and assemblies.		
5. Do you celebrate success associated with being a Smoke-Free school? How?		
6. Does the school raise awareness of local & national smoke-free initiatives? Guidance: Campaign Dates World No Tobacco Day May 31st https://www.who.int/campaigns/world-no-tobacco-day National No Smoking Day takes place every year in the second week of March		

Standard 3 Policy

School: Cyfarthfa High School Completed by: _____
Date: _____ Review date: _____

Record Yes, No or N/A in the status column and add actions or comments.

Question and guidance	Status	Actions and comments
1. Do you have an up-to-date Smoke-Free Policy? Guidance: Use national & local guidance to create your Smoke-Free Policy, e.g. the Whole School Smoke-Free Policy template		
2. Is the Policy regularly monitored and reviewed?		
3. Has the Policy been through consultation with key stakeholder groups?		
4. Has the Policy been disseminated to the whole school community?		
5. Do you have a learner friendly version of the Policy? Guidance: This will support learner understanding of the Smoke-free Premises and Vehicles (Wales) Regulations 2020 legislation		
6. Do you record smoking related incidents? Guidance: For example, the Incident & Interview forms included in this policy		

Standard 4 Other

School: Cyfarthfa High School Completed by: _____
Date: _____ Review date: _____

Record Yes, No or N/A in the status column and add actions or comments.

Question and guidance	Status	Actions and comments
1. Are the school grounds clear of cigarette litter? Guidance: How often is this monitored? Consider linking in with Eco-Schools		
2. Have you access to appropriate resources to support smoking & tobacco related education? Guidance: Contact your local Healthy School team who might be able to help		
3. Is your school enrolled on the Secondary School Just B programme (if eligible)?		
4. Does your Smoke-Free Policy preclude to the use of vaping and e-cigarettes?		
5. Do you provide information on smoking cessation services? Guidance: e.g. Help Me Quit, e-Cigarette information, posters, signposting to websites, handbooks		
6. Do you have access to relevant staff training? Guidance: e.g. Making Every Contact Count (MECC) run by Public Health Wales (see appendix 3)		

Appendix 3 Staff training providers

MECC - Making Every Contact Count is an approach to behaviour change that utilises the millions of day-to-day interactions that organisations and individuals have with other people to support them in making positive changes to their physical and mental health and wellbeing.

MECC Level 1 e-learning

- Interactive E-learning tool.
- Designed to support you make the most of every appropriate opportunity to talk to people about improving their health and wellbeing.
- It will equip you with the skills and knowledge you need to have effective health behaviour change conversations.
- Available in Welsh and English.
- Duration: 30 minutes.

Learning objectives

- Recognise your role in supporting people to make healthy choices.
- Understand the key healthy lifestyle messages.
- Recognise and act on opportunities to have a MECC conversation.
- Know how to have an effective conversation about healthy lifestyles.

Accessing training

- Available to public sector workers/independent health practitioners via website. Link: https://mecc.publichealthnetwork.cymru/en/e-learning/

Find out who the local MECC lead is here: MECC // Public Health Network :: Contact

National Centre for Smoking Cessation Training (NCSCT) – The NCSCT offers a range of e-learning resources and access to free online training in Wales on smoking cessation. The online training includes information on the following areas:

- Very Brief Advice on smoking
- Very Brief Advice on second-hand smoke
- Stop smoking medications

Link to e-learning: https://elearning.ncsct.co.uk/wales

Safeguarding and Child Protection Training – Safeguarding involves both the protection of children and adults at risk from abuse, neglect or other kinds of harm and preventing them from becoming at risk of abuse, neglect or other kinds of harm. It is of high importance that safeguarding of children and vulnerable adults is embedded within all working practice.

Link: https://www.cwmtafmorgannwgsafeguardingboard.co.uk/En/Home.aspx

Appendix 4 Smoking cessation support

Help Me Quit (HMQ) – HMQ is a service developed by Public Health Wales and delivered by Local Health Boards to support smokers to quit smoking. They offer a choice of virtual video consultation, 1:1 sessions, groups or telephone support from a range of NHS stop smoking service providers available in the smoker's area. For more information about Help Me Quit email helpmequit@wales.nhs.uk, or phone: 0800 085 2219.

HMQ also offer bespoke brief intervention training. If you are interested in finding out more about bespoke Smoking Brief Intervention, please contact the Help Me Quit Team on the above email.

Additional posters are downloadable here with reference to the free NHS Smoking Cessation Service - https://gov.wales/no-smoking-information-posters

Appendix 5 Teaching resources and curriculum mapping

JustB Smoke-Free: The National Just B smoke-free programme, run by Public Health Wales, is a targeted programme that delivers a peer influenced school based smoking prevention programme. A team of trainers support Year 8 learners to become Smoke-Free ambassadors to discuss the risks of smoking and the benefits of being Smoke-Free with their peers. *Contact your local Healthy schools practitioner to check school's eligibility.*

Healthy School Website: Downloadable health education resource forteaching & learning professionals in Wales. http://www.healthyschools.wales/login.php

The Wales Police School Programme: This is run by the Police, the programme provides information and resources for learners, teachers, parents/carers and partners to reinforce the key messages delivered by our School Community Police Officers in primary and secondary schools, as well as alternative educational settings. SchoolBeat: About

ASH Wales: provides comprehensive support to organisations running smoking-related projects and campaigns; such as smoke-free school gates and beaches. Their website includes support and tools for quitting, as well as information on a range of smoking related topics. They also provide information on smoking laws and policies as well as devising policy and developing research to champion Wales in becoming a smoke-free nation. ASH Wales - Action on Smoking and Health Wales

Keys to Smoking for Children aged 7-11 years: this is accessible on Hwb - Keys to Smoking. This resource offers some useful information and lesson overviews on smoking that concentrates on the positives of being Smoke -Free rather than the negatives of smoking. Broad themes are covered rather than the details of smoking -related diseases. *Contact your healthy schools practitioner for up to date smoking costs and figures*

Up in Smoke: A Secondary School resource: accessible on Hwb - Up In Smoke. This resource has some useful information and lessons designed to focus on smoking rather than smokers with an emphasis on the benefits of being Smoke-Free rather than the negative effects. *Contact your healthy schools practitioner for up to date information, smoking costs and figures*

Smoke-free Law: Guidance of the changes from March 2021, for all hospital grounds, schools grounds, public playgrounds, as well as outdoor day care and child-minding settings: https://gov.wales/smoke-free-law-guidance-changes-march-2021-html

The School Health Research Network (SHRN) is a network of secondary schools in Wales who have joined with researchers, the Welsh Government and other organisations to support young people's health. The network helps schools in Wales work with researchers to generate and use good quality evidence about health improvement www.shrn.org.uk

PHW Toolkit: with an array of health and wellbeing activities to help those working with young people to deliver a variety of health related activities. Aimed towards learners 11+ years of age. The smoking section starts on page 155: https://phw.nhs.wales/topics/health-and-wellbeing-a-guide-to-working-with-young-people/health-and-wellbeing-a-guide-to-working-with-young-people/

Curriculum mapping

Health and Well-being Area of Learning and Experience

Developing physical health and well-being has lifelong benefits

Progression step	Description
1	I am beginning to recognise some of the behaviours, conditions and situations that affect my physical health and well-being and I am beginning to know how to respond and get help.
2	I can recognise some of the behaviours, conditions and situations that affect my physical health and well-being, and I know how to respond and get help in a safe way.
3	I can describe the behaviours, conditions and situations that affect my physical health and well-being, and I know how to respond to and/or manage these in order to actively reduce the risk of harm to myself.
4	I can explain the behaviours, conditions and situations that affect my physical health and well-being and, through my actions, I can respond to and/or manage these in order to actively reduce the risk of harm to myself and to others.
5	I can apply my knowledge of the behaviours, conditions and situations that affect my physical health and well-being, to keep myself and others safe. I can safely intervene, using learnt techniques, when others' physical health is at risk.

What are the range of experiences and activities that can support learners to enjoy lifelong physical activity and care for themselves and others?

Learners should be supported to develop positive behaviours in their wider physical health and well-being. This could relate to a range of factors, including diet, substances, hygiene, infection, the physical environment, sleep and rest. Settings, schools and practitioners should consider what experiences will support learners to understand how these factors can influence their health and well-being, develop the skills to support healthy behaviours relating to these factors, and the confidence and motivation to support those behaviours for life.

Our decision-making impacts on the quality of our lives and the lives of others

Progression step	Description
1	I have an understanding that things can be safe or unsafe.
2	I can identify and assess risks.
3	I can make considered decisions, taking into account available information, including past experiences. I can recognise that some decisions I make will have a long-term impact on my life and the lives of others. I can understand that decisions can be made individually and collectively, and that they can be influenced by a range of factors.

Progression step	Description
4	I can research, examine and evaluate a range of evidence to make considered and informed decisions. I can consider relevant factors and implications when making decisions individually and collectively.
5	I can critically evaluate factors and implications, including risks, when making decisions individually and collectively.

What opportunities should your learners have to participate in authentic decision-making? How can you
support learners to develop their decision-making skills?

Settings and schools are encouraged to provide learners with opportunities to reflect on the short-term, medium-term and long-term implications of the decisions they make. It should recognise that learners do not necessarily have responsibility for many of the decisions affecting them and this responsibility grows over time. Reflecting
on the impact of decisions not only on oneself, but on other people and wider society is important, particularly with regard to decisions that have been made by others or other groups.

Links with Science and Technology

Science and Technology: How lifestyle choices can impact the human body
(including diet, drug use and exercise)

Appendix 6 Learner-friendly summary

- Cyfarthfa High School is smoke-free and vape-free. These rules apply to everyone, including learners, staff and visitors.
- Do not smoke or vape in school buildings, on school grounds, in school vehicles or during school visits. Smoking in smoke-free school premises and grounds is prohibited by law. Vaping is prohibited by school policy.
- We also discourage smoking and vaping at the school gates.
- The rules protect people from smoke and support a healthy school environment. No Smoking signs help everyone understand the rules.
- If you see smoking or vaping at school, tell a member of staff. You can speak to Jo Houghton, Deputy Headteacher, or the Headteacher.
- Smoking on school premises or grounds may result in a £100 fixed penalty. This smoking penalty does not apply to vaping.
- If a learner breaks the rules, the school will follow its Behaviour Policy. Parents or carers will usually be informed, subject to safeguarding considerations.
- You will learn about staying smoke-free and making informed health choices. If you need help to stop smoking or vaping, speak to a trusted member of staff.
- Staff will explain what can be kept private and when information must be shared to keep you or others safe.
- Help Me Quit offers free NHS support to stop smoking: 0800 085 2219 or www.helpmequit.wales.
- Learners can help share these messages through school council work, posters, assemblies or videos.

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