Busy Fingers

**No-smoking**

**Policy statement**

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.

**Procedures**

* All staff, parents and volunteers are made aware of our No-smoking Policy.
* No-smoking signs are displayed prominently.
* Staff who smoke do not do so during working hours, unless on a scheduled break and off the premises.
* Staff who smoke during working hours and travelling to and from work must not do so whilst wearing a setting uniform.
* E-cigarettes are /not permitted to be used on the premises.
* Staff who smoke or use e-cigarettes during their scheduled breaks go well away from the premises.
* Staff who smoke during their break make every effort to reduce the effects of odour and passive smoking for children and colleagues.
* Staff are made aware that failure to adhere to this policy and procedures may result in disciplinary action.
* 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.

**Legal framework**

* The Smoke-free (Premises and Enforcement) Regulations (2006)
* The Smoke-free (Signs) Regulations (2012)

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| This policy was adopted by |  | *(name of provider)* |
| On |  | *(date)* |
| Date to be reviewed |  | *(date)* |
| Signed on behalf of the provider |  | |
| Name of signatory |  | |
| Role of signatory (e.g. chair, director or owner) |  | |