

Date ratified at Full
Directors' Meeting
15 December 2025



Review
Resources, Audit & Risk
Committee

NO SMOKING / VAPING POLICY

THE TRUST MISSION STATEMENT

Inspired by the life of Christ we provide an exceptional education in our Catholic schools which enables our children:

- to fully embrace all possibilities
- to flourish
- to develop their faith

and therefore to choose a path that enables them to be a positive influence upon our world.

'Prepare the Way' The Gospel of St Mark 1:3

St John the Baptist Catholic Multi Academy Trust
Company No: 7913261
Registered Office: Surrey Street, Norwich NR1 3PB



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No Smoking / Vaping Policy – SJB CMAT

Introduction

Smoking causes cancers, heart and respiratory disease. Second-hand smoking (breathing in other people's tobacco smoke) has been shown to cause cancers, heart and respiratory disease in non-smokers.

Vaping is not completely harmless, and for the purposes of this policy the restrictions on smoking also apply to vaping.

The Health and Safety at Work Act 1974 places a duty on employers to provide a working environment that is:

'Safe, without risks to health'

The Directors of St John the Baptist Catholic MAT acknowledge that smoking, vaping and second-hand tobacco smoke are both a public and workplace health hazard and have therefore adopted this no-smoking / vaping policy. For the purposes of clarity the Directors considers electronic cigarettes as being included in this no smoking policy, as well as vapes, and as subject to the same restrictions as if they were tobacco cigarettes.

Aims of the Policy

The policy seeks to:

- Guarantee a healthy working environment and protect the current and future health of employees, students and visitors
- Guarantee the right of non-smokers to breathe in air free from tobacco smoke
- Comply with Health & Safety Legislation and Employment Law
- Raise awareness of the dangers associated with exposure to tobacco smoke
- Raise awareness that vaping is not completely risk-free
- Take account of the needs of those who smoke and to support those who wish to stop

Restrictions on Smoking

Smoking (or the 'smoking' of electronic cigarettes) or vaping is not permitted in any part of the premises, entrances or grounds of any school within the St John the Baptist Catholic MAT at any time, by any person regardless of their status or business with the MAT or any school. Staff do not have a statutory right to "smoking breaks". If staff are expected to work for more than six hours non-stop at any one time, then they will be entitled to a 20-minute rest break. This break must be taken in one block, at the discretion of their Line Manager, and must not be taken off at either end of the working day. If staff take a lunch break this will be counted as their rest break. Any additional breaks will only be allowed if they are listed in the contract of employment.

Visitors

All visitors, contractors and deliverers are required to abide by the no-smoking /vaping policy. Staff members are expected to inform visitors of the no-smoking / vaping policy. However they are not expected to enter into any confrontation which may put their personal safety at risk.

Vehicles

Smoking or vaping is not permitted in school vehicles or any vehicles being used on school business.

Support for smokers

Supply information and contact details of local NHS Stop Smoking Services or the National Don't Give Up Giving Up free-phone helpline **0800 169 0 169**

Disciplinary Action

Any member of staff who fails to adhere to this policy shall be referred to the Local Governing Body, who will decide upon disciplinary action.

Monitoring and reviewing

This policy will be reviewed annually so that it continues to meet the aims. The No-smoking / vaping policy Co-ordinator is the CEO of the MAT.

Comments related to the maintenance of this policy should be directed to the No-smoking / vaping policy Co-ordinator.