

## **COURTHOUSE GREEN PRIMARY SCHOOL**

### **POLICY ON SMOKING/ALCOHOL AND OTHER DRUG RELATED SUBSTANCES**

#### **Smoking**

It is the policy of Courthouse Green Primary School that all of our workplaces are smoke free and all employees have a right to work in a smoke free environment. Smoking is prohibited throughout the entire workplace with no exceptions. This includes company vehicles.

Appropriate “No smoking” signs will be clearly displayed at the entrance to the premises.

This policy applies to all employees, consultants, contractors, customers or members and visitors. This policy also applies to our Wraparound provision (before and after school care).

#### **Alcohol and other drug related substances**

It is our school policy that the same rules apply to the use of alcohol and other drug related substances. The rules apply to all adults who access the site in the interest of the safety of children and staff.

#### **Implementation**

Overall responsibility for policy implementation and review rests with the Headteacher or Governing Body. All staff and other persons are obliged to adhere to and facilitate the implementation of the policy. All existing employees, consultants and contractors will be informed of the policy as will all new employees on recruitment/induction. Appropriate “No smoking” signs will be clearly displayed at the entrance to the premises.

#### **Non-compliance**

Local disciplinary procedures will be followed if a member of staff or other adult does not comply with this policy. Those who do not comply with the smoking law are also liable to a fixed penalty fine and possible criminal prosecution. Those who do not comply with the rules on the use of alcohol and other drug related substances will be dealt with as the need arises; non-compliance may result in the person being banned from the school site.

To be reviewed annually.

Reviewed February 2012