



King Edward's

WITLEY

Smoking Policy

Context

King Edward's School Witley (the **School**) has obligations to ensure the well-being of all members of the School community. To facilitate this and in the interests of providing a pleasant working environment for all, the School prohibits smoking on the School premises at any time.

Application

This policy is available to parents and pupils upon request to the School. It may apply at times when a pupil is not in the care of the School but remains associated with the School. The sanctions may be adapted as appropriate to meet the policy aims and the circumstances of each case.

Smoking

Smoking means the purchase, possession, supply and use of any sort of tobacco product, e-cigarette or vape. Smoking offences may be dealt with under the terms of the School's Anti-Drugs Policy when there is a reasonable belief that (e-)cigarettes, vapes or their paraphernalia may contain drugs (as defined in that policy).

Prohibited Activities

All pupils found to possess, to supply, to use, or to have purchased tobacco products, lighters or matches, or vaping equipment will be liable to sanction.

These activities are prohibited at any time during which the pupil is on School property or otherwise is in the care of the School, is travelling to and from School or otherwise associated with the School.

Smoking paraphernalia will be confiscated and staff will dispose of them appropriately.

Sanctions

Smoking is a serious matter and will be treated accordingly in the School's response. Possession of smoking paraphernalia is, equally, serious and is liable to be interpreted as evidence of smoking.

The School reserves the right to vary its response to smoking offences according to circumstances but will be guided by the following 'tariff':

| level | descriptor | first offence | subsequent offences |
|-------|---|--|---|
| 1 | smelling of smoke, possession or evidence of use of smoking paraphernalia or (e-)cigarettes | School detention, communication with home | School gating card, Head's Detention, communication with home |
| 2 | caught smoking (e-)cigarettes | School gating card, Head's Detention, communication home | internal suspension |
| 3 | caught smoking (e-)cigarettes in School buildings | internal suspension | longer suspension; formal meeting between Deputy Head and parents |
| 4 | possession of large amounts of (e-)cigarettes or paraphernalia; facilitating others' use | temporary or permanent exclusion | permanent exclusion |

If the Deputy Head's decision, after considering all the material evidence, is that the pupil has breached this policy, he will outline the range of sanctions he is considering and will then hear mitigating circumstances, consider the pupil's academic and disciplinary record and the extent to which s/he has co-operated with any investigation, before deciding on the sanction.

When determining the appropriateness of the sanction, procedural fairness in accordance with the principles of natural justice will be followed.

If a pupil approaches the Medical Centre staff for assistance with cessation of smoking, the Deputy Head may, at his discretion, decide that the School will address the matter by providing support and medical assistance, without recourse to disciplinary action. This will only happen on condition that, (1), there has been no investigation made or concern raised already and, (2), the pupil in question is not in possession of large amounts of (e-)cigarettes or paraphernalia nor have they facilitated others' use of these.

Review: If the pupil is required to leave, their parents will be offered a Governors' Review which will normally take place within ten days from the date of the Head's decision under a separate procedure, and the suspension may be continued in the interim.