

## No Smoking Policy

**Aim of Policy** – We recognise that smoking is an activity disapproved of by many parents and something which they do not want their child exposed to mainly due to the well founded concerns of passive smoking. The children’s well being is of the utmost importance to Liberty Kids and as a result we have implemented a strict smoking policy which prohibits smoking on Liberty Kids premises, in Liberty Kids uniform and also when colleagues are on shift. In addition, Liberty Kids do not want to associate its nursery with the habit of smoking.

Scope: This policy applies to colleagues, parents and visitors to Liberty Kids premises.

### Policy

- Staff must never smoke whilst wearing their uniform, as it is essential that staff are positive role models to the children and promote a healthy lifestyle and that they do not do anything that would associate negatively with the Liberty Kids nursery.
- Staff must not smoke when on duty, this means that you cannot smoke when you are on lunch or a break during working hours.
- In essence you must not smoke from the start of your shift to the end of your shift and nor on the way to or from work (if you are in Liberty Kids uniform).
- Smoking is prohibited on Liberty Kids premises, surrounding grounds including the car park and Company vehicles (if applicable).
- If a Team member accompanies children outside of the Centre perimeter on outings they are not permitted to smoke.

### Breach of the no smoking policy

A breach of the Smoking Policy will be a serious disciplinary matter, which, depending on the circumstances of the case, may be regarded as gross misconduct. Should a team member discover another team member breaching this policy they should remind the team member of the Smoking Policy and should report the breach of policy to Management.

### Visitors to Liberty Kids

Should a team member discover a visitor smoking within the premises, they should politely remind the visitor of the Smoking Policy and ask them to extinguish their cigarette.

### Help to stop smoking

There are various sources of support available for team members who wish to stop smoking.

Staff members may contact the Smokeline on 0800 848484 and many GP surgeries will also provide assistance.