

ReConnect Programme

No Smoking & Vaping Policy

Policy Information

Item	Detail
Policy Name	No Smoking & Vaping Policy
Organisation	The ReConnect Programme
Review Frequency	Annual
Policy Owner	Senior Leadership Team
Applies To	All staff, students, visitors, contractors, volunteers, parents/carers and external agencies

1. Policy Statement

The ReConnect Programme is committed to providing a safe, healthy, and inclusive environment for all students, staff, visitors, and members of the public. In line with UK legislation and our commitment to promoting positive wellbeing, smoking and vaping are prohibited in all ReConnect buildings, vehicles, and designated operational areas.

This policy supports:

- The health, safety, and wellbeing of all individuals on site
- Positive role modelling for young people
- Compliance with health and safety legislation
- The creation of a professional and respectful learning environment
- The reduction of fire and safety risks associated with smoking materials and vaping devices

ReConnect recognises the importance of supporting young people and adults to make informed and healthy lifestyle choices and will approach concerns regarding smoking and vaping in an educational and supportive manner wherever appropriate.

2. Scope

This policy applies to:

- All employees
- Tutors and mentors
- Agency workers and contractors
- Volunteers and placement staff
- Students and young people
- Parents, carers, and visitors
- External organisations using ReConnect facilities

The policy applies across all ReConnect sites, vehicles, outdoor operational spaces, and during any educational visits, trips, activities, or off-site provision delivered by ReConnect.

3. Definitions

For the purpose of this policy:

Smoking includes the use of:

- Cigarettes
- Cigars
- Pipes
- Roll-up tobacco
- Heated tobacco products
- Any lit smoking substance

Vaping includes the use of:

- Electronic cigarettes (e-cigarettes)
- Vape pens
- Disposable vapes
- Refillable vaping devices
- Any electronic nicotine delivery systems (ENDS)

This policy also applies to nicotine-free vaping products.

4. Smoke-Free & Vape-Free Environment

All ReConnect buildings and enclosed spaces are strictly smoke-free and vape-free.

Smoking or vaping is not permitted:

- Inside any ReConnect building
- In classrooms, workshops, offices, toilets, or communal spaces
- In ReConnect vehicles
- Near entrances, exits, windows, or ventilation points
- During educational sessions or activities
- In the presence of students
- In any area specifically designated as smoke-free or vape-free

The Senior Leadership Team may identify and communicate any designated smoking areas for adults where appropriate. Students are not permitted to use these areas.

5. Expectations for Staff

All staff are expected to:

- Act as positive role models for young people
- Adhere to this policy at all times
- Ensure smoking or vaping does not take place in prohibited areas
- Avoid smoking or vaping in view of students wherever possible
- Dispose of smoking materials and vaping products responsibly
- Support the promotion of healthy lifestyles within the provision

Staff must not:

- Supply cigarettes, tobacco products, vapes, or vaping materials to students
- Encourage or facilitate smoking or vaping amongst students
- Use smoking or vaping breaks in a way that negatively impacts staffing ratios, supervision, or operational responsibilities

Managers may address excessive or inappropriate smoking or vaping breaks through normal performance management procedures.

6. Expectations for Students

ReConnect recognises that some students may smoke or vape outside of the provision. However, smoking and vaping are not permitted during sessions, inside buildings, or in prohibited areas.

Students are expected to:

- Follow staff instructions relating to smoking and vaping
- Respect smoke-free and vape-free areas
- Not smoke or vape inside buildings or educational spaces
- Not bring prohibited or illegal substances onto site
- Not sell, share, or distribute cigarettes, tobacco, vapes, or related products

Where concerns arise, ReConnect will aim to respond proportionately and supportively, taking into account safeguarding, SEND needs, emotional wellbeing, and individual circumstances.

Responses may include:

- Verbal reminders
- Restorative conversations
- Educational discussions regarding health and safety
- Contact with parents/carers where appropriate
- Risk assessment reviews
- Behaviour support interventions
- Confiscation of prohibited items where necessary and lawful

Any illegal substances or prohibited materials identified alongside smoking or vaping concerns will be managed in line with ReConnect safeguarding, behaviour, and substance misuse procedures.

7. Visitors & Contractors

Visitors, contractors, and external agencies are expected to comply with this policy while on ReConnect premises or participating in ReConnect activities.

Failure to comply may result in:

- Requests to stop smoking or vaping
- Removal from site
- Restriction of future access

- Termination of contracts or agreements where appropriate
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8. Health & Safety Considerations

Smoking materials and vaping devices can present fire, health, and environmental risks.

Individuals must:

- Dispose of cigarette ends and vaping waste safely
- Never charge vaping devices using unsafe or damaged equipment on site
- Never tamper with smoke alarms or fire safety systems
- Follow all fire safety procedures

Any fire risks or safety concerns relating to smoking or vaping must be reported immediately to a member of staff or site management.

9. Support & Education

ReConnect promotes positive wellbeing and healthy lifestyle choices.

Where appropriate, students and staff may be signposted to:

- Smoking cessation services
- NHS wellbeing support
- Substance misuse support services
- Pastoral or mentoring support
- Health education resources

The organisation will aim to educate rather than punish wherever possible, whilst maintaining safety, professionalism, and compliance with site rules.

10. Breaches of the Policy

Failure to comply with this policy may result in action being taken.

For staff, breaches may be addressed through:

- Informal management discussions
- Formal disciplinary procedures
- Health and safety investigations where applicable

For students, responses will be proportionate and may include behavioural, safeguarding, or pastoral interventions.

Repeated or serious breaches may result in further action in accordance with other ReConnect policies and procedures.

11. Related Policies

This policy should be read alongside:

- Health & Safety Policy
 - Behaviour Policy
 - Safeguarding & Child Protection Policy
 - Staff Code of Conduct
 - Substance Misuse Policy
 - Fire Safety Procedures
 - Educational Visits Policy
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12. Monitoring & Review

The Senior Leadership Team is responsible for monitoring the implementation and effectiveness of this policy.

This policy will be reviewed annually or earlier where:

- Legislation changes
 - Operational requirements change
 - Significant incidents occur
 - Best practice guidance is updated
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The ReConnect Programme

Creating safe, supportive, and aspirational learning environments for young people.