



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 founded concerns of passive smoking. The children's well being is of the utmost importance to Kids Allowed and as a result we have implemented a smoking policy which prohibits smoking on Kids Allowed premises, in Kids Allowed uniform and also when colleagues are on shift. **In addition, Kids Allowed do not want to associate its brand with the habit of smoking.**

Scope

This policy applies to colleagues, parents and visitors to Kids Allowed premises.

Policy

- Colleagues must never smoke whilst wearing their uniform as it is essential that colleagues 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 Kids Allowed brand.
- Colleagues 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 Kids Allowed uniform).
- Smoking is prohibited on Kids Allowed premises, surrounding grounds including the car park and Company vehicles
- If a Team member accompanies children outside of the Centre perimeter on outings they are not permitted to smoke.
- One concession agreed is that when all children have gone home after 6pm and colleagues are attending out of hours training / meetings, they can smoke a "real" cigarette prior to the meeting / training. While smoking, colleagues must remain "out of sight" of parents and children.

Electronic cigarettes

With electronic cigarettes there is no second-hand tobacco smoke or no known risks to the health of others, Kids Allowed will allow the use of them in the chill out room, team garden and existing smoking shelters **only** and colleagues must be "**out of sight**" of children and parents. All other parts of this policy are applicable to electronic cigarettes. Electronic cigarettes cannot be used at any time on the way to or from work if our uniform is visible to members of the public,

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 Kids Allowed

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.

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