**Policy**

At Monkey Puzzle we are committed to promoting children’s health and well-being. We recognise the health risk that second & third hand smoke poses to non-smokers especially children. We understand that infants and young children are at greater risk for exposure to second & third hand smoke than adults due to passive smoking and activities such as crawling and putting non-food items in their mouths. This is of the upmost importance for the nursery therefore in accordance with legislation, the nursery operates a strict no smoking policy within its buildings and grounds. It is illegal to smoke in enclosed places.

This policy also applies to the use of electronic cigarettes and vapes.

**Procedure**

We take all necessary precautions steps to protect children by adhering to the following:

* All persons must abstain from smoking while on the premises. This applies to staff, students, parents, carers, contractors and any other visitors to the premises.
* Staff accompanying children outside the nursery, are not permitted to smoke. We also request that parents accompanying nursery children on outings refrain from smoking while caring for the children.
* Staff who smoke do not do so during working hours, unless on a break and off the premises
* Staff who do smoke must make every effort to reduce the effect of the odour and lingering effects of passive smoking (including breath & body parts, hand washing being a critical factor)
* Staff must not wear uniform or any item of clothing that is likely to come into contact with children after smoking.
* Management will ensure that a no-smoking sign is displayed on the premises at all times.
* Staff which who use their own cars on Company business shall prohibit smoking for passengers whilst carrying out Company business.
* Vapes must be stored alongside mobile phones in the office.

Monkey Puzzle recognise that to protect children from the dangers of second-hand smoke, it’s illegal to smoke in cars and other vehicles with someone under 18 present. Any concerns relating to this matter must be reported to the Designated safeguarding lead.

**Linked Policies**

Safeguarding & Child Protection Policy

Health & Safety Policy