



SMOKEFREE

HERTFORDSHIRE SCHOOLS

Toolkit

2016

A programme to support all schools to become smokefree



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Programme Summary

Hertfordshire Smokefree Schools is a programme to support all schools to become Smokefree.

Being a Smokefree School is more than just prohibiting smoking on the school premises. It also involves taking action to prevent students from starting to smoke and supporting students and staff who already smoke to give up.

To become a Hertfordshire Smokefree School, schools must commit to being Smokefree and sign up to a series of principles for how they will address smoking. All schools signing up will receive the Hertfordshire Smokefree School badge, which can be displayed on signs, windows, letterheads and websites.

The main elements of the Hertfordshire Smokefree School programme are:

- Enforcing no smoking by anyone anywhere on school premises or during school activities
- Displaying clear 'Smokefree School' signs on school premises
- Displaying smoking prevention promotional material in the school
- Committing to giving support to students found to be smoking to encourage and help them to quit
- Committing to sending communication to parents when a student is found to be smoking for the second time.
- Committing to an education programme on smoking prevention and use of e-cigarettes
- Having a school Smokefree policy which contains all of the above

Hertfordshire Smokefree Schools provides a toolkit to help schools to meet these elements. The toolkit includes a template policy, Template letter for introducing the policy, template letters to be sent to parents when their child has been caught smoking, advice on education programmes and promotional materials. The application process has been designed to be simple and easy for schools to complete.

How to become a Hertfordshire Smokefree School

1. Make sure your school has committed to implementing the following standards:

- Enforcing no smoking by anyone anywhere on school premises or during school activities
- Displaying clear 'Smokefree School' signs on school premises
- Displaying smoking prevention promotional material in the school
- Committing to giving support to students found to be smoking to encourage and help them to quit
- Committing to sending communication to parents when a student is found to be smoking on the second time.
- Committing to an education programme on smoking prevention and use of e-cigarettes
- Having a school Smokefree policy which contains all of the above

2. Designate a member of staff to be the Smokefree School Champion in your school (this person will receive training). See 'The Role of the Smokefree School Champion' for more information.
3. Complete the short application form at the end of this document, and email to: Vulnerable young people policy team VYPPolicyTeam@hertfordshire.gov.uk or send to Hertfordshire County Council, SFAR102, Farnham house, Six Hills way, Stevenage SG1 2FQ.
4. Await confirmation of your application and receive your certificate, window stickers and logo. You can now display these within the school and promote your Smokefree status.
5. Commit to the WHO Framework Convention on Tobacco Control to protect the school and its policies from the vested interests of the tobacco industry¹
6. You will need to reapply after two years.



Things to note:

- This toolkit provides resources, advice and template documents which will help you to implement the Smokefree Schools standards.
- Smokefree Schools is a self-assessment scheme, and schools are not required to submit evidence of their implementation of the standards. However you should be aware that the Smokefree Schools team may decide to visit a Smokefree School at any time to quality check the scheme.
- Smokefree Schools is open to all academic establishments for all ages
- As a Smokefree School you may be sent short surveys about how the scheme has impacted on smoking in your school that you will be required to complete.

The Role of the Smokefree School Champion

In order for a school to become part of the Smokefree Schools project they must designate at least one member of staff to be the Smokefree Schools Champion their schools. Their role will be as follows:

- To make sure the main elements of the Hertfordshire Smokefree School Programme are implemented and enforced.
- Be the main point of contact for the Smokefree Schools team for your school.
- Attending a briefing session with a member of staff from Hertfordshire Stop Smoking Service.
- Deliver brief intervention to young people identified as smoking.
- Submit a quick monitoring form each term. This allows us to evaluate the effectiveness of the project and to help with any improvements.

Briefing session

The session is to introduce the implementation of the toolkit and the templates included.

If required the session can include techniques which help motivate and give confidence to people to make positive changes to their lives; it is based on a person-centred counselling approach which helps identify and overcome barriers to making change. This training enables young people to work out their own solutions and gives staff the knowledge and skills to have difficult conversations without fear of alienating that young person. Every contact that you have with a student can be an opportunity to improve their health and wellbeing.

How long does the briefing session take?

We recommend 1 hour for the session. This will give the school champion the opportunity to ask more specific questions and identify where support will be needed.



When and where is the briefing session?

It will take place at the first visit to the school when they have signed up to be a smokefree school. The session will be delivered to the school champion(s) and any other staff interested in attending. The session needs to be undertaken within 3 months of the service signing up to the project. The appointed person will need to liaise with the Stop Smoking services to arrange.

Key Contacts for the Project

If you are unsure as to who you need to contact, please contact any of the below who would be happy to help you.

Reason for contact	Contact details
<ul style="list-style-type: none">• Information regarding the project• Signing up to the project• Resources• Toolkit	VYPPolicyTeam@hertfordshire.gov.uk 01438 845384
<ul style="list-style-type: none">• Clinical information regarding Smoking• Briefing session for champion• Referral forms	stopsmokingservice@hertscg.gcsx.gov.uk 01442 453071

Campaigns



There are several national and local campaigns which promote stopping smoking, which can be a great focus for activities in the school. Below are the recommended campaigns you may wish to use:

Stoptober

Encourages people to stop smoking during the month of October
You're five times more likely to stay smokefree for good if you can stop smoking for 28 days



Resources are available on <http://resources.smokefree.nhs.uk/>
Can be a good focal point for promotional activities around anti-smoking in school

Smokefree Homes and Cars

Smokefree Homes and Cars is a national campaign that reminds smokers about the dangers of secondhand smoke to their children and families. Over 80% of second hand smoke is invisible and odourless, making it impossible to control. So, even if you smoke near an open window or door, the smoke can travel and harm others. Exposure to second hand smoke is particularly harmful to babies and children.

As of the 1st October 2015 it is illegal to smoke in a car with a person under the age of 18 present ²



No Smoking Day

Takes place every year on the second Wednesday in March.

Resources are available on <https://nosmokingday.org.uk/>

No Smoking Day can be a good focal point for promotional activities around anti-smoking in school.



Resources

Chemical Soup

A useful resource kit for demonstrating the dangers of smoking, which comes with a DVD that can be used in classroom setting.

There are a number of kits available to hire please visit:

<https://campaignresources.phe.gov.uk/resources/campaigns/29-health-harms/resources>



ASH Fact sheets

ASH is a campaigning public health charity that works to eliminate the harm caused by tobacco, and has produced a series of fact sheets that may help in planning classroom activities or lessons about smoking. You can download the fact sheets from the following website.

<http://www.ash.org.uk/information/facts-and-stats/fact-sheets>

Young and Smokefree

The Young and Smokefree website is a great resource for helping students to decide for themselves about smoking and the tobacco industry. It focusses on tobacco industry tactics, the effects of smoking, Government influence and how young people can make a difference. There are 11 film clips to watch and the website can be used as part of a lesson, or by young people working on their own or in groups to discover hidden facts and make up their own mind about tobacco industry exploitation and living Smokefree. The website was produced by East Hertfordshire district Council.



<http://www.youngandsmokefree.org.uk/>

Yeah Butt, No Butt

The booklet titled 'Yeah Butt, No Butt' has been produced by Hertfordshire Tobacco Control Alliance to assist young people to make a successful quit attempt. This booklet enables professionals to help young people set goals, identify potential barriers to giving up and help cope with stress.

'Yeah Butt, No Butt' is currently being used in youth settings as part of a countywide project to support young people. These booklets are available free to all Level 2 Smoking Cessation providers, health professionals and people working in young people settings to help them engage with young smokers who present at their service.



To order some copies please contact Hertfordshire Stop Smoking Service on 0800 389 3 998 / 01442 453071

Smokey Joe

Get young people thinking about the real consequences of smoking with the interactive online game Stub out Joe. Alongside arcade based action there are also quizzes and learning points throughout the game that teach pupil about the impact tobacco has on their health and the environment. Supporting the game the British Heart foundation have produce a range of teaching resources linked to key stages



<http://www.stuboutjoe.com/>



Hertfordshire Stop Smoking service

In Hertfordshire there are over 300 local stop smoking services across the county offering professional **specialist advice to support to you** with your quit attempt. Our stop smoking specialists offer friendly and non-judgmental 1-1 support weekly for up to 12 weeks (or group support at workplaces).

For more information on Hertfordshire stop smoking service please visit

<http://www.hertsdirect.org/services/healthsoc/healthherts/smoking/>



Student or teacher
contacts Stop
Smoking Service

- The young person can refer themselves by calling 0800 389 3 998 / 01442 453071 or texting SMOKEFREE to 80818.
- The designated Smokefree Schools Champion refers the young person to the Stop Smoking Service by completing the referral form or calling 0800 389 3 998 / 01442 453071 or texting SMOKEFREE to 80818.
- A teacher will need the permission of the young person before calling on their behalf.

Stop Smoking
Service will respond
within 24 hours

- If you send a text, you will receive a response by text. If you phone, you will receive a response by phone.
- Hertfordshire Stop Smoking Service will try to contact the young person 3 times at different times in the day. If contact is not made, there will be another attempt to contact the young person again in 6 months and 12 months .

Student receives
support

- You will be offered a session with a Stop Smoking Advisor who will talk to you about your smoking and offer advice about how to cut down and quit.
- Before you go to the session, you will be asked to fill in a health questionnaire.

Appendices

- Smokefree Schools application form
- Template smokefree school policy
- Template letter to introduce smokefree schools policy
- Template letter to parents
- Young people's referral form
- Getting help flowchart

Smokefree Schools Application Form

School details	
Name of School:	
Postal address:	
School type (primary, secondary, middle):	
Head teacher:	
Named contact for Smokefree Schools:	
Job title:	
Email address:	
Phone number:	
Date:	
What is your Preferred method of contact?	Phone Email Post
Smoking in your school	
1. Do you feel smoking is a problem in your school at the moment?	Yes / no
2. Have there been any smoking programmes that your school has been involved in, in the last 2 years.	Yes/no Please state
3. To become a Smokefree School you must commit to making the following changes. Please indicate that you commit to implementing the following.	
• Adopting the Smokefree Policy.	<input type="checkbox"/>
• Enforce no smoking by anyone, anywhere on school premises or during school activities	<input type="checkbox"/>
• Display smoking prevention promotional materials in the school	<input type="checkbox"/>
• Give support to students found to be smoking to encourage and help them to quit.	<input type="checkbox"/>
• Send communication to parents when a student is found to be smoking for the second time	<input type="checkbox"/>
• Run an education programme on smoking prevention and the use of e-cigarettes.	<input type="checkbox"/>
4. Please indicate that you have at least one designated Stop Smoking Champion.	<input type="checkbox"/>

Signed Position

Please complete this form and submit to Vulnerable Young People Policy Team
VYPPolicyTeam@hertfordshire.gov.uk or send to Hertfordshire county council, SFAR102,
 Farnham house, Six hills way, Stevenage SG1 2FQ.

Template Smokefree School Policy

Note this is a template policy, which may be adapted by individual schools as appropriate

Aim of this policy

To ensure a whole-school approach to smoking in order to protect all members of the school community from the harms of second-hand smoke and to prevent the uptake of, and reduce the prevalence of, smoking across the school community.

1. Restrictions on smoking in the school

Smoking is not permitted in any part of the school's premises and grounds including the entrance area to the school, on land adjacent to the school building (e.g. car parks, garden areas, walkways, playgrounds, playing fields etc.) or on the school road crossing patrol areas. This includes use of e-cigarettes.

There are no designated smoking areas provided within the school buildings or grounds.

Suitable posters, displays and statutory no smoking signage will be displayed in school areas to create a positive visual message which supports a smokefree working environment.

Staff:

All staff (teaching, peripatetic, support and non-teaching) must not smoke while on school premises. If they wish to smoke off school premises, they must ensure they are not in the view of students.

Students:

Students may not smoke while on school premises, when wearing school uniform or while engaged in school related activities outside the school. The possession of smoking materials is forbidden. No one may distribute or sell cigarettes within the school.

Parents:

Parents may not smoke while on school premises. Communication will be sent home to parents informing them of the policy. Information will also be clearly placed on the schools website.

Visitors:

Visitors to the school may not smoke while on school premises. This applies to all visitors to the school - for example, parents, suppliers, supply or temporary staff, and repair people. The following arrangements have been made for informing visitors of the policy's existence:

- Clearly worded Smokefree signs will be visible to Staff, Students and Visitors
- Staff will inform visitors of the policy when necessary

School related activities:

The prohibition of smoking will apply during related school activities undertaken outside school premises, e.g. Educational Visits. Parents/teachers who transport students will be required to comply with the Smokefree (private vehicles) legislation 2015².

Residential Visits:

Teachers who do wish to smoke, particularly during residential visits, will need to clarify in advance where smoking will be permitted. Smoking is not permitted to take place in the presence of students

School premises utilised outside normal working hours:

Smoking is not permitted on the school premises after non-working hours, even if the school premises are being used for purposes other than school related activities.

School minibuses and vehicles:

No smoking should take place in any vehicle owned, or hired, by schools or local authorities. This is the case whether or not students are present. Teachers are not permitted to smoke in their own private vehicles if they are parked on school premises and/or visible to students.

2. How smoking on school premises will be addressed

If anyone breaks the rules prohibiting smoking on the school premises, this behaviour will be addressed promptly, and in a way which encourages the smoker to consider quitting.

Students – a first occasion

If a student is found to be smoking for the first time, a verbal warning will be given and support will be offered to quit smoking. The following process will be followed by the member of staff:

- 1. Have an informal and supportive conversation with the student about their smoking, with the aim of supporting them to stop smoking:**
 - Ask the student if they are aware of school policy and smoking on the premises
 - Establish if they understand the specific effects of smoking and the extent of the dangers for them personally. Try to confirm what they really feel or know.
 - Ask them if they rely upon frequent use of tobacco or if they have they just started?
 - Ask them if they feel under pressure to smoke?
 - Ask them if they are interested in trying to stop and, if so, do they feel motivated to stop right now or in the near future?
 - Ask them if they would like a local stop smoking advisor to contact them to discuss what free confidential support is available? Nicotine is highly addictive and research shows that children / young people and adults are more likely to quit smoking with support from a smoking cessation advisor.

- 2. If the student agrees to receiving support to stop smoking, help them to contact the Hertfordshire Stop Smoking Service on 0800 389 3 998 or 01442 453071 alternatively they can text SMOKEFREE to 80818.** If the young person does not want immediate help to stop smoking, give them details of the local stop smoking service so they can contact them at another time if they change their mind. *A chart showing how to help a young person to contact the service is available in the Smokefree Schools toolkit.*

- 3. Explain to the student that [school to insert any disciplinary action to be taken]**

Students – a second occasion

1. **Send a letter or email to the parent/carer.** This should explain that their child has been found to be smoking. It should provide information on local stop smoking services and the Smokefree Home and Cars scheme. *A template letter is available in the Smokefree Schools toolkit.*
2. Have another informal and supportive conversation with the student about their smoking, with the aim of supporting them to stop smoking.
3. Encourage them again to seek support from the Hertfordshire Stop Smoking Service, and if they agree help them to contact the service.
4. [School to insert further disciplinary action to be taken]

Students – further occasions

1. If a student is found to be smoking on further occasions school should continue to offer help.
2. (Insert schools disciplinary action to be taken.)

Staff

Students are aware of staff who smoke. Staff who are smokers are also encouraged to quit smoking for their own health. Advice about quitting should be available on notice boards the school website, promoted at team meetings and supervisions.

If staff would like help quitting they should be **encouraged to contact the Hertfordshire Stop Smoking Service on 0800 389 3 998 or 01442 453071 alternatively they can text SMOKEFREE to 80818**

3. Smoking prevention and education

It is recommended that tobacco education is part of the school's curriculum of drug education in PSHE. It includes the health effects, legal, economic and social aspects of tobacco use.

A range of age appropriate methodologies are used to deliver tobacco education with the aim of preventing the uptake of smoking including normative education, discussion strategies, use of new technologies, peer led approaches and where appropriate and a specific need has been identified use of outside agencies e.g. Youth Connexions, Hertfordshire Stop Smoking Service.

Parents/carers are encouraged and supported to be actively involved in their child's drug/tobacco education through home /school activities, drug education evenings etc.

Implementing and monitoring:

- The policy will be published on the school's website and parents, students and teachers informed.

- Members of staff will be given a copy of the policy.
- Members of staff will inform school visitors of the policy.
- Signs and notices will be posted in prominent positions throughout the school premises.

School Council

The school council will be given the opportunity to discuss and agree this policy.

The school smoking policy will be monitored at least once per year by the Senior Management Team of the school in consultation with staff and a report made to the Board of Governors. The Policy will be reviewed and, if appropriate, revised to ensure that it continues to meet the general principle of Smokefree Schools.

This policy is effective from: _____

Signed: _____ (Chair of Governors)

Signed: _____ (Head teacher)

Template letter to introduce Smokefree School Policy

Dear **[insert name]**

Smokefree Hertfordshire Tobacco Control Alliance has produced a smokefree toolkit for schools. The aim of the toolkit is to support schools in their journey to be smokefree and is more than just prohibiting smoking on the school premises. It also involves taking action to prevent students from starting to smoke and supporting students and staff who already smoke to give up.

The school has committed to become a Hertfordshire Smokefree School and has sign up to a series of principles to implement the smokefree schools toolkit. This includes adopting a smokefree policy that ensures no smoking by anyone, anywhere on school premises or during school activities.

Smoking, including the use of e-cigarettes, is not permitted by anyone in any part of the school's premises and grounds including the entrance area to the school, on land adjacent to the school building (e.g. car parks, garden areas, walkways, playgrounds, playing fields etc.).

In accordance with the Smokefree (Private Vehicles) Regulations 2015, the prohibition of smoking also extends to vehicles used to transport pupils to and from school activities.

If you would like further information on the policy, please contact **[insert contact name and details]**

Yours Sincerely

[insert teacher's name]
[insert position/role]

Supported by Hertfordshire Tobacco Control Alliance



Template letter to parents

Dear [insert name]

Re: Smokefree Schools Policy

We are writing to inform you that your child [insert name] was found smoking whilst [on school premises / on school activities] today. This is contrary the school's Smokefree Policy.

School staff have spoken with your child about their smoking and offered them support and information to help them quit with Hertfordshire Stop Smoking Service. Nicotine is highly addictive, it is vital that we help young people to make the right choices, so that they can go on to lead healthy lives as adults.

The **Hertfordshire Stop Smoking Service** offers a free, effective and friendly service to help anyone who wants to quit smoking. Get in touch by texting SMOKEFREE to 80818, calling 0800 389 3 998 / 01442 453071 or visiting www.hertsdirect.org/stopsmoking.

Please contact the school directly if you have any questions regarding this letter.

Yours sincerely

[Insert teacher's name]
[Insert position/ role]

Elizabeth Fisher
Head of Hertfordshire Tobacco Control

Young People's Referral Form

Smoking has been discussed with this young person who has agreed to be referred to Hertfordshire Stop Smoking Service and will be contacted by the team to discuss quitting. Please complete both sides of this form.

<p><u>Young person's Contact information (please complete all field)</u></p> <p>First Name Surname</p> <p>Date of Birth..... Gender: Female <input type="checkbox"/> Male <input type="checkbox"/> Other <input type="checkbox"/></p> <p>Phone Number :..... Messages can be left on this number? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Do you give permission for communication to be sent home? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Address :.....</p> <p>TownPost code.....Email address.....</p> <p>Preferred Method of contact? Phone <input type="checkbox"/> Post <input type="checkbox"/> Email <input type="checkbox"/> Text <input type="checkbox"/></p>	<p><input type="checkbox"/> Please indicate if this young person self-presented. (no letter will be sent home)</p>
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<p><u>Young person's additional information (please complete all fields)</u></p> <p>Is there anything that you feel the Stop Smoking Service should be aware of E.g. pregnant, mental health issues?</p> <p>.....</p> <p>.....</p>

<p><u>Referrer's Information (please complete all fields)</u></p> <p>Date of referral: Teachers/Referrer's Name:.....</p> <p>Job Title: Referrer's contact number.....</p> <p>School Name and address:</p> <p>.....</p> <p>.....</p> <p>Department:Referrer's Email</p>
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Apsley Campus 1, Brindley Way, Hemel Hempstead. Hertfordshire. HP3 9BF
Freephone: 0800 389 3998 **Telephone:** 01442 453071
Email: stopsmokingservice@hertscc.gcsx.gov.uk

Unfortunately Hertfordshire Stop Smoking Service can only commit to calling/texting referrals up to 3 times, at different times of the day.

Thank you for referring this young person to Hertfordshire Stop Smoking Service

Getting Help

Ask Smoking Status

Smoker

Reinforce concern about adverse effects of smoking and do a Brief Intervention linking risks of Smoking to short term effects of smoking which may have more impact.
Explain the schools Smokefree policy

Ask if they would like help to stop smoking

No

If refused, leave the offer of help open. Give contact details of HSSS:
Phone 0800 389 3998 Text SMOKEFREE to 80818. Email stopsmokingservice@hertscc.gcsx.gov.uk

Yes

Explain to the young person about Smokefree Hertfordshire and the referral process, Complete the referral form with the young person.

Send the referral form through the post or via email. Let the young person know what method you are using so they know the time frame.

Unsure

If unsure, ask for permission to refer anyway and a young person friendly stop smoking specialist will call to discuss options

Non-Smoker

If the young person used to be a smoker and has quit give praise

References

1. WHO Framework Convention on Tobacco Control - http://www.who.int/fctc/text_download/en/
2. Smokefree (Private Vehicle) Regulations 2015 - <http://www.legislation.gov.uk/ukdsi/2015/9780111126004/contents>

This toolkit was produced by Hertfordshire Smokefree Alliance in conjunction with Hertfordshire County Council - Vulnerable Young People Policy Team.