**St-Eds Smoking Policy**

Smoking and vaping are not permitted anywhere on site at St Eds.

Smoking is only permitted during break time (10.45am-11am) and lunch break (12.30-1pm) off site.

School aged students are only permitted to leave site to smoke if they have been granted consent by parents/guardians.

Post 16 (STUK) students are permitted to leave site during break and lunchtimes – no written consent needed, unless they have a Safer Working Agreement stating otherwise.

If students are found smoking on site (**outside**), they shall be issued with an **expectation** card, which will trigger the behaviour process (see Behaviour Process: Step-by-step).

If students are found smoking on site (**inside**), they shall be issued with an **accountability** card, which will trigger the behaviour process as follows:

* Parents/guardians (and the school of the student if applicable) will be notified that the student has been smoking on a non-smoking site. The student will be sent home for the rest of the day and will need to be collected by parent/guardian or transported home in a taxi – or leave site how they arrived (walk/bike).
* If parent(s) cannot be contacted or if taxis cannot collect the student, the student will remain on site for the rest of the day.
* Parent/guardian and the excluded student will be asked to attend a reflect and restore meeting with the Post-16/Welfare team at St Ed’s on the day they are next due to attend.

* The student will not be allowed back into St Eds until they have attended a reflect and restore meeting