



PRIORY SCHOOL
EDGBASTON

SMOKING AND VAPING POLICY

(NON-STATUTORY)

Trustee Committee:	Risk & Compliance	
Date Approved:	November 2025	
Next of Review:	April 2027	
Member of Staff Responsible:	R Higgins Finance and Facilities Manager	
Trustee Overseer:	Mrs Watts Rai	
Intended Audience:	Options: Employees, Visitors, Volunteers, Pupils, Parents	
Relevance:	Whole School	Yes
	Early Years	Yes
	Preparatory	Yes
	Seniors	Yes
Access:	Website	Yes
	Internal	Yes
	Restricted	No

Our Mission Statement

Priory School is a thriving, co-educational independent school founded upon a rich Catholic heritage which welcomes those from all faiths and none.

In partnership with parents and guardians we provide a nurturing, family-based ethos, alongside high-standards of teaching and learning, enabling all pupils to achieve their potential.

We embrace diversity and interfaith understanding alongside awareness of environmental and global issues, in response to the needs of our time.

The Governors and staff at Priory School are committed to providing a fully accessible environment which values and includes all pupils, staff, parents and visitors, regardless of their education, physical, sensory, social, spiritual, emotional or cultural needs.

The Governors, staff and pupils are committed to the safeguarding and welfare of pupils and staff.

To meet the needs of our school community, all our policies, including this policy, can be made available on different formats such as different font sizes or styles, colour, or alternate languages.

The Governing Council understands it has responsibility for ensuring the effective oversight of this policy and will assess, evaluate and review as necessary.

SMOKING AND VAPING POLICY

1.0 Introduction

On Sunday 1st July 2007 it became unlawful to smoke in most workplaces and public places, including Schools and in certain vehicles.

The policy below explains what the smoke-free law means to Priory School.

Priory School has extended the scope of its No Smoking Policy to include the use of e-cigarettes / vaping products.

2.0 Purpose of Policy

This policy has been developed to protect all employees, pupils, parents and visitors to the school from exposure to second-hand smoke and vapours and to assist compliance with the Health Act 2006.

The policy seeks to:

- Guarantee a healthy working environment and protect the current and future health of employees, students, parents and visitors
- Guarantee the right of non-smokers to breathe in air free from tobacco smoke and vapours from e-cigarettes
- To comply with Health & Safety Legislation and Employment Law
- Raise awareness of the dangers associated with exposure to tobacco smoke and vapours from e-cigarettes

In accordance with law on smoking in public places, Priory School will not allow smoking or use of e-cigarettes (vaping) in any part of the campus. Smoking is not permitted in any vehicles being used on school business. The school will also not permit smoking or vaping at any off-site activities, or during educational and other visits.

3.0 Policy

It is the policy of Priory School that all our premises and vehicles are smoke and vapour free and all our employees and students have a right to work in a smoke and vapour free environment. This Smoking and Vaping Policy became effective on 1st July 2007.

4.0

Premises

Smoking and vaping are prohibited throughout the school and its grounds.

This includes:

- All school buildings (Main buildings and out-buildings)
- All school grounds (Fields and lawn areas, car parks, Forest School, patio areas and all outside areas within the outer school fenced boundary).

5.0 Scope of this Prohibition

The prohibition of smoking and vaping within the school and its grounds includes:

- Cigarettes
- Cigars
- all other tobacco products

SMOKING AND VAPING POLICY

- e-cigarettes
- all recreational drugs or harmful stimulants

This list is not exhaustive but illustrative of the prohibited substances.

6.0 Vehicles

The minibuses and any other vehicles owned and operated by the school will be smoke and substance free at all times.

7.0 Duties

It is the duty of the Board of Governors to ensure

- No-smoking / vaping signs are displayed as required by legislation
- Employees, pupils, parents and visitors to the school do not smoke or vape in smoke free places and vehicles.
- Complaints regarding employees, pupils, parents and visitors who smoke or vape are investigated.

Responsibility for implementation and review rests with the Headteacher and Finance and Facilities Manager.

8.0 Signage

No-smoking or vaping signs are displayed in prominent places within the school, particularly at entrances. Minibuses must also display signage.

9.0 Non-Compliance

Failure to comply with this policy will be dealt with through the school's disciplinary procedures.

Any person in breach of this policy will be asked to stop smoking / vaping and will be requested to leave the premises if they fail to comply with the request. All breaches of policy will be recorded in writing by the school.

10.0 Vape Sensor Procedures

- Sensors have been fitted in the ceiling of the pupils' bathrooms. When triggered, an alert will go to the On-Call Team and Maintenance Team via their mobile device.
- The designated-on call person will go straight to the bathrooms to investigate.
- A list of all pupils in the bathroom at this time will be recorded.
- SLT reserve the right to conduct bag searches to locate vaping paraphernalia.
- If such paraphernalia are discovered, students should be interviewed to understand where they bought / obtained such items. This may involve a referral to the Police and or Trading Standards if an external agency is suspected of supplying a restricted item to a person under the age of 18.
- If sensors have been triggered but no perpetrator can be clearly identified, the school reserves the right to sanction all pupils who were found in the bathroom at this time. This will be at the discretion of the Headteacher and Senior Leadership Team.
- Sanctions will be at the discretion of the Headteacher and the Senior Leadership Team and as such, this policy should be read in conjunction with the Senior School Positive Behaviour Policy and the Permanent Exclusion and Suspension Policy.

11.0 Safeguarding

Priory school will prioritise the use of vapes as a concern in the same manner as any other age restricted items.

- Priory School is committed to ensuring that students caught with vaping paraphernalia are fully supported in receiving the advice and guidance necessary.
- Priory School is committed to exploring any safeguarding concerns, mental or physical health concerns, or other potential risk behaviours, such as substance use associated with a student who vapes.
- Priory School will explore how any confiscated vapes were obtained and report any illegal sales.
- Priory School will ensure communication with parents or carers about the pupil's behaviour, the school's policy, and rationale for the screening, searching, confiscation, disposal of the vapes and vaping products, and any suggested onward support.
- Priory School is committed to ensuring relevant referrals or providing advice and signposting to the pupil and their family.

5.0 Monitoring and Review

Legislation and Codes of Practice as they apply to school policies are constantly being reviewed and any change will be reflected in our documentation as soon as practicable.

The policy will be monitored by the Finance and Facilities Manager who will report to the Headteacher on a regular basis.

It will be reviewed by the designated member of the Governing Council.