

SMOKING POLICY

Smoking Policy

No smoking guidelines for all paid staff and volunteers working with All Saints Community Development Company, All Saints Centre Company, All Saints Trading and All Saints Parish Church (All Saints)

One of the objectives of All Saints is to promote and encourage people to live healthy life styles and to protect those who don't smoke. Therefore we wish to create and enforce a no smoking policy.

The whole building has a strict no smoking policy. It is the responsibility of all paid staff and volunteers to ensure this is applied. Notices should be displayed.

Paid staff and volunteers should not smoke in the presence of or in the view of young people/service user during contact time on the premises

Smoking breaks:

During working hours smoking should only take place during designated breaks. There should be no extra breaks for smoking

During other working time, breaks should be negotiated, for example:

- Holiday work: Time and location for smoking breaks should be negotiated with your line manager.
- Residential: Time and location for smoking breaks should be negotiated with your line manager.
- Day Trips: Time and location for smoking breaks should be negotiated with your line manager.

Whilst other groups are using the building smoking should not take place in the view of any workers, members of the public or service user groups.

Cigarettes/lighters and any other smoking related materials should not be given to any young person or service user in connection with All Saints at any time. Workers should not ask service users for cigarette/lighters or any other smoking related material.

It is the duty of staff leaders/managers to ensure that any visitors or project workers from other agencies working at the project are made aware of and adhere to our smoking policy. It is the responsibility of all paid staff and volunteers to ensure that all young people/service users are made aware that smoking directly in front of the main doors or directly in front of the building is not allowed. This should be constantly monitored and enforced.

It is important that all paid staff and volunteers do not smoke just before and after a contact session with young people/service users, as potentially they could still be on the premises.

Premises include: car park, behind the building, in front of the building, church grounds and the drive way which leads to the entrance for all staff and service users. For service users whose disability restricts their mobility appropriate a discrete outside smoking areas should be allocated.

Staff should try to ensure that they don't smell of cigarettes

Smokers should not leave nub ends or other debris outside but should dispose of any rubbish in bins. Service users and young people should be encouraged to do the same.

Notices regarding smoking should be displayed in all areas

We realise that this policy will have an effect on workers who smoke and we appreciate your cooperation.