SCHOOLS HR ADVISORY CIRCULAR

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| To Chair of Governors and Clerk to Governors of Schools & Academies  CC Headteacher / Principal |

Ref A09/17

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| October 2017 |

Dear Chair and Clerk

**New Vaping policy**

**For Action**

* To adopt new Vaping policy

Following consultation with the recognised unions a new vaping policy has been produced and is attached.

This policy relates to e-smoking and is separate to any smoking policy a school / academy may have. The policy makes it clear what arrangements should be in place if a school / academy was to allow staff to vape on the school / academy site in a designated area.  The health advice is that anybody vaping should not be made to do it in any designated smoking areas.

You do not have to provide a designated area for staff to vap If you do not allow vaping, even in designated areas, once this policy is adopted you may wish to update any signage around the school to indicate vaping is not permitted. Where you do provide a designated vaping area, again signage can indicate vaping is not permitted anywhere else.

ACTION

Governors to consider whether they will provide a designated area for vaping when they are adopting this policy. To share this policy with staff and update any signage around the school / academy.

**Further information**

This policy is available on the Schools and Academy online site.

If you wish to discuss or receive further advice on this policy or any other HR issue please contact your Schools HR Advisor, telephone numbers and e-mail addresses are:

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Yours sincerely



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