



The Butterfly Rooms (Incorporating Woodlands) LTD

Tank Hill Road | Purfleet | Essex | RM19 1TA

Registered Charity Number: 1148068 | Ofsted Number: 453859 | Company Number: 7984150 | *Limited by Guarantee*

Telephone Number: 01708 863 737

No Smoking Policy

Policy Statement

We are committed to protecting the health, safety, and welfare of all individuals within our setting from exposure to smoke and vapour, in line with the latest health regulations and legislation. All staff, visitors, and children have the right to a smoke-free environment.

Smoking, vaping, and the use of any tobacco or nicotine products are strictly prohibited anywhere in the workplace, including outdoor spaces, company vehicles, and near entrances. This ban covers cigarettes, electronic cigarettes, pipes, cigars, herbal cigarettes, and any vaping devices.

To support staff in maintaining a smoke-free environment, we offer wellness programs and smoking cessation resources.

We comply with all current health and safety regulations, the safeguarding and welfare requirements of the Early Years Foundation Stage (EYFS 2025), the Health Act 2006, and any updated smoke-free legislation.

Procedures

- All staff, parents, and volunteers are made aware of our No Smoking Policy upon joining the setting.
- E-cigarettes, vapes, and all nicotine delivery devices are strictly prohibited within the premises.
- Clear No Smoking & No Vaping signs are prominently displayed across the premises.
- The No Smoking Policy is explicitly stated in information provided to parents and staff.
- Staff may only smoke or vape during scheduled breaks and off the premises in designated external areas.
- Any additional smoking breaks will result in automatic deductions of 15 minutes from wages, as outlined in employment contracts and in accordance with Working Time Regulations 1998.
- Staff must not smoke or vape while wearing the setting uniform. If they do so outside, they must cover the uniform appropriately to avoid association with the setting.
- Employees who smoke or vape during their break must ensure they maintain hygiene and reduce any residual odour to limit passive exposure for children and colleagues.

- Repeated violations of this policy may result in disciplinary action, following the setting's formal HR policy and procedures, up to and including dismissal.

Legal References

This policy is aligned with the following regulations and guidance:

- Early Years Foundation Stage (EYFS) Statutory Framework 2025
- Health Act 2006
- Health and Safety at Work Act 1974
- Working Time Regulations 1998
- Public Health England Guidance on Smoke-Free Environments

Monitoring and Review

This policy will be reviewed annually or in response to changes in legislation or guidance to ensure continued compliance and effectiveness.

This policy is adopted by and on

The Butterfly Rooms Ltd

7th July 2025

Date to be reviewed

7th July 2026

Signed on behalf of the provider



Name of signatory

Miss Aimee Thompson

THE
BUTTERFLY
ROOMS

