



Smoking and Vaping Policy

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1. Policy Statement

Swift Learning is committed to providing a safe, healthy and positive environment for all learners, staff and visitors. Smoking and vaping are not permitted anywhere on the premises or during educational activities supervised by Swift Learning.

This policy applies to:

- Learners
- Staff
- Visitors
- Contractors

2. Purpose

The purpose of this policy is to:

- Promote health and wellbeing.
- Maintain a safe and professional learning environment.
- Reinforce positive behaviour expectations.
- Support safeguarding responsibilities.
- Reduce fire and safety risks linked to smoking materials and vaping devices.
- Recognise that smoking and vaping products are age-restricted and may present safeguarding, health, and fire safety concerns.

3. Learner Expectations

Learners are expected not to:

- Smoke on site.
- Vape on site.
- Bring cigarettes, tobacco products, lighters, or vapes onto the premises.
- Smoke or vape during offsite activities supervised by Swift Learning.
- These expectations apply throughout the school day and during any educational activities arranged by the provision.

4. Procedure if Smoking, Vaping, or Related Items Are Found on Site

If a learner is found with a vape, cigarette, lighter, or related item on site:

- The item will be removed by staff immediately.
- The item will be confiscated and managed in line with safeguarding and behaviour procedures.
- Parents or carers may be informed where appropriate.
- Safeguarding concerns will be recorded and reported in line with safeguarding procedures where necessary.
- A behaviour meeting will be arranged with the learner.

- Further incidents may result in additional behaviour interventions in line with the Behaviour and Discipline Policy.
- All incidents will be managed calmly, professionally, and in accordance with safeguarding procedures.

5. Staff Responsibilities

Staff are responsible for:

- Enforcing this policy consistently.
- Responding appropriately to incidents.
- Recording concerns where required.
- Supporting learners to understand risks and make positive choices.
- Staff must not smoke or vape on site or in view of learners during educational activities.

6. Support for Learners

Swift Learning recognises that some learners may require additional support regarding nicotine use or vaping. Where appropriate, learners may be signposted to:

- Wellbeing support
- Health services
- Mentoring or pastoral support

The provision aims to manage concerns in a supportive and educational manner while maintaining clear expectations and boundaries.

7. Monitoring and Review

This policy will be reviewed annually or earlier if required due to changes in legislation, guidance, or operational practice.

Incidents and concerns relating to smoking or vaping may also be reviewed to help improve practice and support arrangements.

Policy Review Date: 27.03.2026

Next Review Date: 27.03.2027