**Busy Bodies Child Care Centre Ltd**

**No Smoking Policy**

Busy Bodies recognises and respects all the health advantages of a smoke free environment for both children and adults.

Procedure

Health promotion

* Signs are displayed around the setting to inform parents / carers, students, volunteers and staff that smoking is not permitted on the grounds of Busy Bodies.
* By not smoking on the premises it enables the setting to establish a healthy environment for all adults and children.
* There is positive sign posts and information available for staff, volunteers, students and parents / carers who wish to give up smoking available at request.

Implementation and Compliance

* If anyone is caught smoking on the premises they will be asked to stop and disciplinary action will be taken.
* No smoking signs are in clear view on the main door and around the building.
* Parents / carers are advised to read this policy during their induction.
* New staff are informed of this policy during the induction process and are made aware that they may only smoke during their own break / lunch time away from the premises.

This policy and procedure will be reviewed annually.

Updated on ………………………………………….. By …………………………………………………………..

This policy has been read, understood and signed by all the staff.

Signed ………………………………………………….. Signed………………………………………………………..

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