

Smoking Policy

Smoking guidelines for all paid staff and volunteers working with All Saints Community Development Company, All Saints Community Projects, All Saints Community Catering, The Robin Centre and All Saints Parish Church (All Saints)

The term smoking refers to all such materials including vaping

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 culture.

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 where appropriate and necessary

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

Staff should only smoke in the designated smoking area and not on the Village Square.

Staff should advise volunteers to smoke in the designated area when they are volunteering.

Smoking breaks:

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

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 managers/leaders to ensure that any visitors or project workers from other agencies working on site are made aware of and adhere to our smoking policy. It is the responsibility of all paid staff and volunteers to ensure that all 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 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

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All Saints Community Projects
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The Robin Centre
All Saints Parish Church

disability restricts their mobility appropriate a discrete outside smoking area should be allocated which will be labelled

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 should be encouraged to do the same.

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

- Holiday work: Time and location for smoking breaks should be negotiated with your manager/leader.
- Residentials: Time and location for smoking breaks should be negotiated with your manager/leader.
- Day Trips: Time and location for smoking breaks should be negotiated with your manager/leader.

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

In our policies:

- 'All Saints organisations' refers to the 5 members of the All Saints family
- 'Board' refers to the Boards, committees or legal entities that govern those All Saints organisation.
- 'Manager/leader' refers to people who are in charge of various activities across the All Saints organisations. They may be paid staff or volunteers

Policy reviews to be carried out by representatives of All Saints Parish Church, All Saints Community Development Company, All Saints Community Projects, All Saints Community Catering, The Robin Centre

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