

Northumberland and Tyne and Wear

Gold Smoke Free School Award

Application Form - YOU MUST INCLUDE THIS COMPLETED SHEET WITH YOUR APPLICATION

School Name *(as you would like it to appear on the plaque)*

Address

Post Code

Contact name (please print)

Telephone Number

Fax

Email address

Local Area

The above school wishes to apply for a Gold Smoke Free School Award.
I enclose a small portfolio of evidence to support the school's application.

Headteacher's signature

Please send your completed form with the evidence required to the local contact for your area by the 12th February 2007.

Local Contacts:

<p>Gateshead Claire Mawson Senior Health Promotion Specialist Gateshead Health Promotion Team Team View 5th Avenue Business Park Team Valley Trading Estate Gateshead Tyne & Wear NE11 0NB Tel: 0191 497 1489 Fax: 0191 491 5727 Email: claire.mawson@ghpct.nhs.uk</p>	<p>Newcastle Judith MacMorran Senior Health Promotion Specialist Newcastle Primary Care Trust Health Improvement Service Park View House Front Street Benton NE7 7TZ Tel: 0191 220 5717 Fax: 0191 220 5721 Email: judith.macmorran@newcastle-pct.nhs.uk</p>	<p>Sunderland Paula Phillips Healthy Schools Co-ordinator Health Development Unit STPCT Pemberton House Colima Avenue Sunderland Enterprise Park Sunderland SR5 3XB Tel: 0191 529 7203 Fax: 0191 529 7392 Email: paula.phillips@sunt-pct.nhs.uk</p>
<p>South Tyneside Angela Dixon Health Promotion Specialist Public Health Development Team South Tyneside Primary Care Trust Clarendon Windmill Way Hebburn Tyne and Wear NE31 1AT Tel: 0191 283 1167 Fax: 0191 283 1001 Email: angela.dixon@stpct.nhs.uk</p>	<p>Northumberland Julie Fletcher Health Improvement Specialist Northumberland Healthy Schools Programme Hepscott Park Stannington Morpeth Northumberland NE61 6NF Tel: 01670 533546 Fax: 01670 534360 Email: jfletcher@northumberland.gov.uk</p>	<p>North Tyneside Dave Miller Health Promotion Specialist North Tyneside Primary Care Trust Community Health Development Unit Meadow Well Clinic Waterville Road, North Shields Tyne and Wear NE29 6BT Tel: 0191 270 4516 Fax: 0191 270 4518 Email: dave.miller@northtyneside-pct.nhs.uk</p>

A Golden Opportunity

- This is a golden opportunity for schools to receive recognition for good practice in smoking prevention and education within Northumberland and Tyne and Wear.
 - This initiative is supported by FRESH - the Campaign for a Smoke Free North East and all the:
 - Health Promotion Departments
 - Public Health Teams
 - Health Development/Improvement Teams
 - Primary Care Organisations and
 - Local Authority/Childrens Services Departments in the Northumberland and Tyne and Wear area.
 - If you have any queries about this matter please do not hesitate to contact any of the personnel listed on the application form.
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Northumberland and Tyne and Wear

Gold Smoke Free School Award

Background

- The North East is working towards becoming a smoke free community where no employee or member of the public is involuntarily exposed to second hand smoke.
- The Health Act 2006 will introduce legislation to make all enclosed workplaces and public places smoke free from summer 2007. As a current standard Smoke Free School Award holder you are already complying with the requirements of the Health Act 2006, provided you have continued to maintain your smoke free status.
- Tackling smoking amongst young people is one of the major priorities for local Primary Care Organisations, Children's Services and FRESH - the Campaign for a Smoke Free North East.
- Schools are in an ideal position to influence the health of the community they serve. The school environment, smoking education programme offered and the messages given about tobacco have key roles to play in reducing smoking amongst young people, staff and visitors.
- A Gold Smoke Free School Award scheme has been developed for schools who can demonstrate outstanding practice in smoking prevention, education and cessation.
- The Award represents a key component of tobacco control activity for young people.

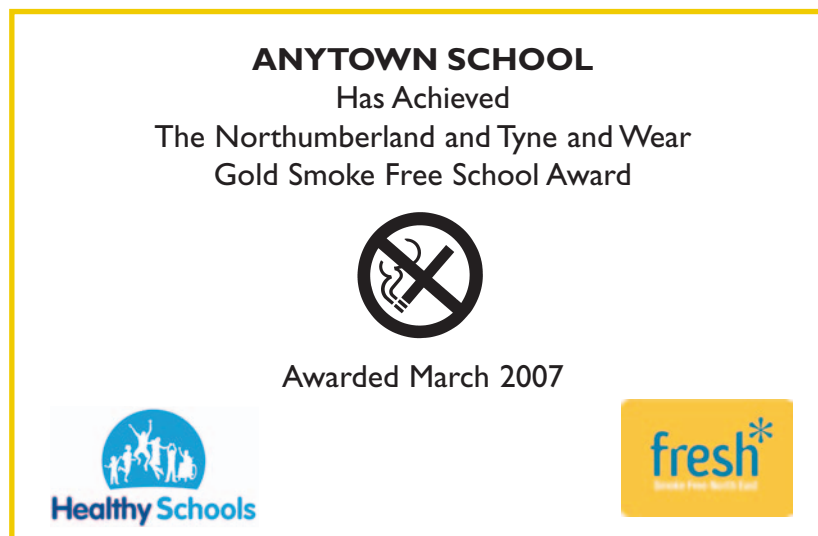
About The Gold Award

- **Only** schools who have previously attained a Smoke Free School Award are eligible to apply for the Gold Smoke Free School Award.
- Schools must submit evidence to demonstrate their achievement of the criteria, which will be assessed against the locally agreed quality standards on page 3.



A Quality Award

- Schools qualifying for a Gold Smoke Free School Award will receive an engraved presentation plaque for display on their premises (see below).
- Recipients of the Gold Award will be invited to participate in publicity about their achievement.
- Achievement of the Gold Smoke Free School Award will contribute to the smoking component of the National Healthy Schools Programme meeting the outcomes of Every Child Matters.



Going For Gold

- To apply for a Gold Smoke Free School Award please complete the application form enclosed (page 5).
- Please forward the application form together with a **small** portfolio of the evidence required to your local contact.
- The deadline for entries is the **12 February 2007**.
- All applications will be acknowledged.
- Schools qualifying for a Gold Smoke Free School Award will be invited to receive their plaque at a special publicity ceremony to be arranged to co-incide with No Smoking Day in March 2007.
- Those schools who apply for an Award but who do not fulfil the criteria on this occasion, will be offered free support to do so for a subsequent application the following year.

Criteria For The **Gold** Smoke Free School Award

In order to qualify for a Gold Smoke Free School Award schools must satisfy all of the **appropriate** criteria listed below ie. everthing that applies to the relevant phase. Schools **must provide a small, organised portfolio of evidence**, which includes examples of pupils' work, photographs, policy and schemes of work which reflect the criteria.

Criteria	Suggested Evidence
1. <input type="checkbox"/> The school must be totally smoke-free (buildings and grounds) to all people at all times and hold a standard Smoke Free School Award.	<ul style="list-style-type: none"> • Current Non-Smoking Policy. • Photo of sign and date achieved.
2. <input type="checkbox"/> Schools must provide quality smoking education based on improving knowledge, exploring attitudes and developing skills as demonstrated in the scheme of work.	<ul style="list-style-type: none"> • Scheme of work. • Lesson plans. • Pupils' work.
3. <input type="checkbox"/> Smoking education must form a key part of the spiral curriculum. It must be addressed as follows in each Key Stage : Early Years - addressed at least once Key Stage One - addressed at least once Key Stage Two - addressed at least twice Key Stage Three - addressed at least once Key Stage Four - addressed at least once. <div style="display: inline-block; vertical-align: middle; margin-left: 10px;"> } — Secondary schools only </div>	<ul style="list-style-type: none"> • As above with Smoking highlighted for each year group.
4. <input type="checkbox"/> Smoking education must be included in the transition phase from primary to secondary school or middle to high school.	<ul style="list-style-type: none"> • As above with/or a copy of the transition programme.
5. <input type="checkbox"/> Young people must be encouraged to become actively engaged in smoking education and promotion work.	<ul style="list-style-type: none"> • Pupils' work. • Campaigns undertaken.
6. <input type="checkbox"/> By Key Stage 4 young people must be involved in designing appropriate smoking education programmes for their peers. (Secondary schools only)	<ul style="list-style-type: none"> • Pupils' work. • Peer Education programme.
7. <input type="checkbox"/> Appropriate in-service training on smoking education and/or drug education including tobacco work must be accessed by staff delivering this area of the curriculum.	<ul style="list-style-type: none"> • List of courses attended. • Certificates of attendance.
8. <input type="checkbox"/> Schools must make use of up-to-date resources for smoking education.	<ul style="list-style-type: none"> • List of resources used. • Completed worksheet samples.
9. <input type="checkbox"/> Schools must promote local services to help young people and staff to quit smoking.	<ul style="list-style-type: none"> • Newsletters. • Photographs of displays. • Parental Information.
10. <input type="checkbox"/> The school must involve parents and governors in smoking prevention work in order to promote consistent messages e.g. publicising the smoking policy and cessation support services in parents' newsletters.	
You may wish to include other evidence not included in this list.	

If your school is able to demonstrate that it fulfils all the relevant criteria apply for a Gold Award today using the application form enclosed.