

# Northumberland and Tyne and Wear

## Smoke Free School Award

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

School Name *(as you wish it to appear on your sign)*

Address

\_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Contact name (please print)

\_\_\_\_\_

Telephone Number

\_\_\_\_\_ Fax \_\_\_\_\_

Email address

\_\_\_\_\_

Local Area

\_\_\_\_\_

We wish to apply for the Smoke Free School Award and enclose a copy of our school's non-smoking policy which meets the Award criteria and complies with the Northumberland and Tyne and Wear quality standards.

Headteacher's Signature \_\_\_\_\_

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

### Local Contacts:

<p><b>Gateshead</b>            Claire Mawson            Senior Health Promotion Specialist            Gateshead Health Promotion Team            Team View            5th Avenue Business Park            Team Valley Trading Estate            Gateshead            Tyne &amp; Wear            NE11 0NB            Tel: 0191 497 1489            Fax: 0191 491 5727            Email: claire.mawson@ghpct.nhs.uk</p>	<p><b>Newcastle</b>            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><b>Sunderland</b>            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><b>South Tyneside</b>            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><b>Northumberland</b>            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><b>North Tyneside</b>            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>

## How to Apply

- To apply for a Smoke Free School Award please complete the application form enclosed and send it with a copy of your Non-Smoking policy.
- Please forward your **application form** together with a copy of your school's **Non-Smoking Policy** to the contact listed for your local area (see application form for details).
- The deadline for entries is the **12th February 2007**.
- All applications will be acknowledged.
- Schools qualifying for a Smoke Free School Award will be invited to attend a presentation ceremony to be arranged to co-incide with No Smoking Day in March, 2007.
- 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.



# Northumberland and Tyne and Wear

## 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. The Smoke Free School Award enhances the legislation by incorporating the grounds of your school as well as the buildings. A smoke free site is one component of National Healthy School Status.
- Tackling smoking amongst young people is one of the major priorities for the 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.
- The long established Smoke Free School Award represents a key component of tobacco control activity for young people. The target is for all school sites to be entirely smoke free and to raise awareness of the need to formally address tobacco issues within the whole school approach.

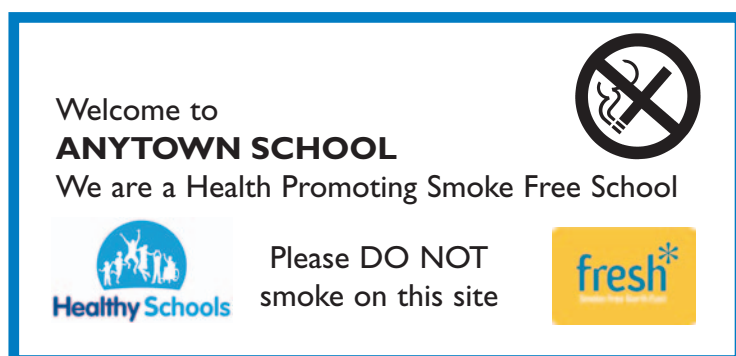
### About the Smoke Free School Award

- All schools, i.e Nurseries, Firsts, Primaries, Middles, Highs, Comprehensives, Specials, and Pupil Referral Units who have not already previously achieved an Award are eligible to apply for the Smoke Free School Award.
- In order to qualify the school must satisfy the criteria outlined on page two. An application form is included (page 5).
- Schools must submit their non-smoking policy which will be assessed against the locally agreed quality standards on page 3.



## A Quality Award

- Schools qualifying for the Smoke Free School Award will receive a large internal sign (61x91cm) for display at the school entrance. It will have the following wording:-



- Recipients of the Smoke Free School Award will be invited to participate in publicity about their achievement.
- Achievement of the Award satisfies the smoking component of the National Healthy Schools Programme, and takes your school to the next level ensuring you have a good quality policy in place.

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

Schools are invited to apply for an award if they meet the following criteria:-

- A written non-smoking policy, which **must** meet the local quality standards (see page 3) and is approved by the Governing Body (and Community Centre Management team where appropriate) and dated.
- A policy must be one of no smoking at any time, by anyone on the whole extended school site. This includes teaching, support staff, students, governors, parents, visitors and community groups. The premises includes all school buildings, social facilities, any surrounding playgrounds, car parks and sports fields. Homes occupied by staff, which lie within the boundary are excluded from this definition.
- A policy must be disseminated to all teaching and support staff, new parents and visitors to the school and must apply to any extended school activities held on the school site, at any time.
- All new staff recruited to the school must be informed of the policy as part of their induction.

**If your school fulfils all of these criteria apply for the Smoke Free School Award today using the application form enclosed.**

# Northumberland and Tyne and Wear

## Quality Standards For School Non-Smoking Policies

The checklist below provides guidance on the contents of a school non-smoking policy. Whilst a number of headings are used to help in the development of policies, schools are expected to use headings compatible with their individual or corporate house style. It is a requirement that all policies will include reference to each of the items outlined in the checklist below.

### a. General Information

- The policy must clearly state the name of the school.
- The date the policy was written and commenced must be clearly stated.
- The policy must be readable and jargon free.
- The review date(s) of the policy must be stated.
- The policy must be approved by the Governing Body.

### b. Rationale

- The policy must include an explanation of why it is required.  
This may include reference to:
  - Some basic facts about smoking and young people.
  - The importance of the school as a health promoting environment.
  - Health and safety issues.
  - Every Child Matters.

### c. Purpose

- The policy must have clearly stated aims and objectives.

### d. Consultation

- Consultation must take place. The policy must state who has been involved and consulted in its development.

### e. Guidelines

- The policy must clearly state that smoking is not permitted anywhere on the extended school site (buildings and grounds) by any person at any time (including staff, pupils, visitors, parents, contractors and other agencies sharing the school site).
- The policy must clearly state that smoking is not permitted by anyone accompanying pupils on school visits.

### f. Implementation

- The policy must clearly state who is responsible for its implementation and monitoring.
- An explanation of how the policy will be implemented must be given.  
This will include:
  - Publicising the policy to staff, visitors, pupils, parents and others using the school site.
  - Provision of adequate signage.
  - Timescales for implementation.
  - Ongoing publicity to new staff, new intake, parents etc.
- The monitoring process for the policy should be clear. For example, how will any breaches of policy be dealt with?
- The policy must make clear the provision available to support smokers in its implementation. (Stop smoking support is available throughout the area for smokers wishing to quit.) Your local contact can provide details.