

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 **6th February 2006**.
- 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.
- 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 Teams
 - Primary Care Trusts
 - Care Trusts and
 - Local Authority Education Departmentsin 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.
- Tackling smoking amongst young people is one of the major priorities for the Northumberland and Tyne and Wear Strategic Health Authority, local primary care organisations 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 Smoke Free School Award is a long established scheme first initiated in Gateshead in 1997.
- The 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 evidence to demonstrate their achievement of the criteria, which will be assessed by the Award co-ordinators against locally agreed quality standards (page 3).



A Quality Award

- Schools qualifying for the Smoke Free School Award will receive a large internal sign (61x91 cm) 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 Smoke Free School Award satisfies the smoking component of locally operated Healthy School Schemes.

Criteria For The Smoke Free School Award

- Schools are invited to apply for an award if they meet the following criteria:-
 - They have 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.
 - This 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.
 - The 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

In order to achieve your Smoke Free School Award the checklist provides guidance on the contents of a school non-smoking policy. Whilst a number of headings are used below to help in the development of policies, schools are expected to use headings compatible with their individual or corporate house style. It is expected 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 policy must be set in context and where appropriate reflect the school's mission statement.
- 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.
 - National and local health and education strategies of relevance.

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.

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 _____

L.E.A. _____

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 6th February 2006.

Local Contacts:

<p>Gateshead Claire Mawson Senior Health Promotion Specialist Gateshead Health Promotion Team 14 Regent Terrace Gateshead Tyne & Wear NE8 1LU Tel: 0191 478 9061 Fax: 0191 490 0621 Email: claire.mawson@ghpct.nhs.uk</p>	<p>Newcastle Judith MacMorran Senior Health Promotion Specialist Newcastle Primary Care Trust Public Health 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 Kerry Lynch Tobacco Control Co-ordinator Northumberland Care Trust Epsom Drive Ashington Northumberland NE63 8BD Tel: 01670 813135 Fax: 01670 813042 Email: kerry.lynch@northumberlandcaretrust.nhs.uk</p>	<p>North Tyneside Dave Miller/Emma Shaw Health Promotion Specialist North Tyneside Primary Care Trust Health Promotion Team Meadow Well Clinic Waterville Road, North Shields Tyne and Wear NE29 6BT Tel: 0191 219 6730 Email: dave.miller@newcastle-pct.nhs.uk Email: emma.shaw@newcastle-pct.nhs.uk</p>