

D.P.S.

Out of School Club

Smoking Policy

Smoking Policy

Principle

DPS Out of School Club complies with Health and Safety Regulations and operate to a strict no smoking policy.

Policy

DPS Out of School Club adheres to a no smoking policy and smoking is prohibited in the premises and on the surrounding grounds.

Procedure

All staff, parents and volunteers at DPS Out of School Club are made aware of our no smoking policy.

- At DPS Out of School Club no smoking signs are displayed.
- Staff who smoke do not do so during working hours, unless on a break and off the premises.
- Employees should inform the management team/leader in charge of anyone who fails to comply with the policy.
- Visitors not adhering to the policy will be asked to comply or leave the premises.

A breach of this policy could lead to disciplinary action.

Monitoring

This policy will be reviewed annually by the management team to ensure it remains fit for purpose.

This policy was adopted by DPS Out of School Club management team.

Signed:
(on behalf of the management team)

Position: *D. Thompson - Chairperson*

Date: *26/7/2016*

Reviewed on:

Date: Signed:

Date: Signed:

Date: Signed: