**Principle**

Little Buds Playgroup complies with Health and Safety Regulations and operate to a strict no smoking policy.

**Policy**

Little Buds Playgroup adheres to a no smoking policy and smoking is prohibited in the premises and on the surrounding grounds, including the car park.

**Procedure**

All staff, parents and volunteers at Little Buds Playgroup are made aware of our no smoking policy.

* At Little Buds Playgroup no smoking signs are displayed.
* The no smoking policy is stated in our information brochure for parents.
* Staff who smoke do not do so during working hours, unless on a break and off the premises.
* There is to be no smoking during working hours.
* 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.
* When reentering the building after a smoke break, staff must wash their hands or sanitize them.

*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 Little Buds Playgroup management teams.

Signed:

(on behalf of the management team)

Position: …………………………………………………………………………………..

Date: …………………………………………………………………………………..

Reviewed on:

Date: ……………………... Signed: …………………………………………..

Date: ……………………... Signed: …………………………………………..

Date: ……………………... Signed: …………………………………………..