



SMOKING & VAPING POLICY

The RAC Saddle Club

February 2026

Table of Contents

1. Purpose.....	2
2. Scope.....	2
3. Definitions.....	2
4. Policy Statement.....	3
The following are not permitted:	3
5. Legal Context.....	3
6. Learners: Expectations and Rules.....	3
Learners must not:	3
Important note:	3
7. Staff, Volunteers and Visitors	4
Staff and volunteers must:	4
Visitors and contractors must:	4
8. Designated Smoking Area	4
9. Safeguarding and Health Considerations	4
10. Procedure if a Learner is Found Smoking or Vaping.....	4
Step 1: Immediate Response	5
Step 2: Confiscation.....	5
Step 3: Recording.....	5
Step 4: Return/Disposal	5
Step 5: Sanctions and Support	5
11. Suspected Supply or Dealing.....	5
12. Search and Confiscation	6
13. Support for Learners	6
14. Signage and Communication.....	6
15. Breaches of Policy.....	6
16. Links to Other Policies.....	7
17. Review.....	7

1. Purpose

RAC Saddle Club Alternative Provision is committed to providing a safe, healthy, and supportive environment for all learners, staff, volunteers, visitors, and contractors.

This policy outlines our expectations and procedures regarding:

- Smoking tobacco
- Vaping (including disposable vapes)
- E-cigarettes
- Nicotine products

The aim is to:

- Protect health and wellbeing
- Promote positive role modelling
- Reduce safeguarding and fire risks
- Support learners to make healthier choices

2. Scope

This policy applies to:

- All learners
- All staff (paid and unpaid)
- Volunteers
- Visitors
- Parents/carers
- Contractors
- Any external providers on site

This policy applies:

- On the premises
- In outdoor areas
- In vehicles used for provision
- During off-site activities, trips, or riding sessions
- During travel arranged by RAC Saddle Club Alternative Provision

3. Definitions

Smoking includes:

- Cigarettes
- Roll-ups
- Cigars
- Pipes
- Tobacco products of any kind

Vaping includes:

- E-cigarettes
- Disposable vapes
- Vape pens
- Nicotine-free vapes (treated the same for enforcement)

4. Policy Statement

RAC Saddle Club Alternative Provision is a **smoke-free and vape-free setting**.

The following are not permitted:

- Smoking anywhere on site (including outdoor areas)
- Vaping anywhere on site (including outdoor areas)
- Possession of vapes, e-cigarettes, tobacco, lighters, or matches by learners
- Staff/visitors smoking or vaping in sight of learners, on trips, or during activities

5. Legal Context

This policy supports:

- The Health Act 2006 (smoke-free public places)
- Safeguarding responsibilities under Keeping Children Safe in Education (KCSIE)
- Health and Safety at Work Act 1974
- Fire safety requirements
- Equality and inclusion duties

Although vaping is not covered by the same legislation as smoking, RAC Saddle Club Alternative Provision treats vaping in the same way due to safeguarding, health, and behavioural reasons.

6. Learners: Expectations and Rules

Learners must not:

- Smoke or vape on site or on trips
- Bring cigarettes, vapes, tobacco, rolling papers, lighters, or matches
- Share or supply nicotine products
- Use vaping or smoking to influence others (peer pressure, coercion, trading)

Important note:

Any learner found supplying vapes or cigarettes to others will be treated as a **serious safeguarding and behaviour concern**.

7. Staff, Volunteers and Visitors

Staff and volunteers must:

- Not smoke or vape on site
- Not smoke or vape during activities, trips, or in vehicles
- Be positive role models
- Follow procedures if learners are found with nicotine products

Visitors and contractors must:

- Follow the smoke-free and vape-free rules while on site
- Use only designated off-site areas if they wish to smoke (see section 8)

8. Designated Smoking Area

RAC Saddle Club Alternative Provision **does not permit smoking or vaping anywhere on site.**

If the provision chooses to allow staff smoking, it must be:

- Off-site
- Out of view of learners
- Not during supervision duties
- Not near stables, hay, feed, fuel, or flammable materials

9. Safeguarding and Health Considerations

Smoking and vaping are treated as safeguarding issues because they can involve:

- Illegal possession (under 18s)
- Supply, coercion, and exploitation
- Risk-taking behaviours
- Links to substance misuse
- Fire risk around stables and yard environments

As RAC Saddle Club AP includes outdoor and equestrian spaces, additional risks apply:

- Hay, bedding, and feed storage are highly flammable
- Riding equipment and barns can be damaged by smoke
- Animals may be distressed by smoke or vape clouds
- Lighters and matches present a serious hazard

10. Procedure if a Learner is Found Smoking or Vaping

If a learner is found smoking/vaping or suspected of doing so:

Step 1: Immediate Response

- Staff will instruct the learner to stop immediately.
- The learner will be supervised and moved to a safe area.

Step 2: Confiscation

- Any vape, tobacco, cigarettes, lighter, matches, or related items will be confiscated.
- Confiscated items will be stored safely by the Designated Safeguarding Lead (DSL) or senior staff.

Step 3: Recording

- The incident will be recorded as a behaviour and safeguarding concern.
- Parents/carers will be informed the same day.

Step 4: Return/Disposal

Depending on circumstances, items may be:

- Returned directly to a parent/carer only
OR
- Disposed of safely
OR
- Reported to relevant authorities if supply is suspected

Step 5: Sanctions and Support

Consequences may include:

- Behaviour sanctions aligned with the Behaviour Policy
- Loss of privileges (e.g., certain activities)
- Restorative conversation
- Referral to wellbeing support

11. Suspected Supply or Dealing

If staff suspect a learner is supplying others:

- The DSL must be informed immediately
- Parents/carers will be contacted
- The provision may involve police or local safeguarding partners
- This may trigger a safeguarding referral

This will be treated as a serious incident.

12. Search and Confiscation

RAC Saddle Club AP may search learners and their belongings in line with:

- Safeguarding procedures
- Behaviour policy
- Consent procedures where applicable

Searches will be conducted respectfully and with appropriate staff present.

13. Support for Learners

We recognise some learners may vape or smoke due to:

- stress
- anxiety
- peer pressure
- addiction

The provision will offer support through:

- 1:1 wellbeing check-ins
- referrals to local stop-smoking services
- targeted PSHE / health education
- restorative and supportive conversations

The approach will be supportive, not punitive — while still keeping boundaries clear.

14. Signage and Communication

This policy will be:

- shared with learners at induction
- shared with parents/carers
- available on request
- displayed on-site (e.g., “No Smoking / No Vaping” signs)

15. Breaches of Policy

Breaches of this policy may result in:

- Behaviour sanctions
- Safeguarding actions
- Formal warnings (staff/visitors)
- Removal from site (visitors/contractors)

Repeated breaches by learners may lead to:

- multi-agency involvement
- behaviour support plans
- review of placement arrangements (in line with AP procedures)

16. Links to Other Policies

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- Behaviour Policy
- Health & Safety Policy
- Fire Safety Policy
- Educational Visits Policy
- Staff Code of Conduct

17. Review

This policy will be reviewed annually, or sooner if:

- there is a significant incident
- legislation changes
- safeguarding guidance updates