



**Ashford Oaks Primary School
Drugs Education Policy
December 2015**

Document history: Reviewed by Jane Marshall.		
Agreed by the governing body on:	13/07/2016	
Review date:		
Signed:  Chair of Governors		

Rationale

Ashford Oaks Primary School is committed to the health and safety of all members of the school community having a duty to support and safeguard the well being of all. The school is committed to the principles of the National Health Schools Programme.

In line with the government guidelines, to promote a smoke free environment, parents/carers, visitors and staff are asked not to smoke on school premises or in the presence of pupils. This applies to off-site visits. In the interest of hygiene/ cleanliness, we also ask that people refrain from smoking outside the school gates.

Effective drug education is an essential contributor to ensuring that all children and young people are able to achieve the positive outcomes of 'Every Child Matters' and extend their potential. 'Drugs' refers to all drugs including medicines, volatile substances, legal highs, energy drinks, alcohol and tobacco.

The school values its pastoral role in the welfare of our pupils, and through the general ethos of the school as well as direct teaching, we seek to develop young people's learning, equipping them to make healthy choices and ensuring support appropriate to their age and stage of development is accessible.

Education about drugs is not concerned merely with substance, but with people in their social and community setting. Children need to understand that medicines are drugs which are prescribed to improve health but that not all drugs are medicines. Drugs education involves the development of attitudes, values and the development of skills, as much as the acquisition of appropriate knowledge.

Drugs issues and concerns extend across socio-economic and ethnic boundaries, and pupils of all ages and abilities will encounter both the positive and negative effects of drugs, whether used legally or illegally. Many pupils have some knowledge about illegal drugs through the media and 'street talk'.

This policy has been developed collaboratively by members of the school community, including members of staff, governors and health professionals.

Aims of Drug Education

- To provide a safe, healthy environment in which pupils and staff can learn and develop.
- To ensure all members of the school community know and understand the rules of the school, the expectations about their behaviour, and the policy regarding drug incidents and concerns about individuals.
- To promote clarity about the management of drug related incidents in the school.
- To encourage and enable pupils to appreciate the benefits of a healthy lifestyle now, and in the future.
- To enable pupils to make reasoned, informed choices.
- To minimise pupils' experimentation with illegal or harm causing substances.
- To address and take account of local community needs, including the differences and diversity within the school community.

- To support and engage parents/carers and pupils in their own personal learning and responsibilities.
- To enable young people and staff to access support structures (including the voluntary sector), e.g. Addaction, counselling, and treatment.
- To monitor, evaluate and review learning outcomes for pupils/students.

Objectives for Drug Education

- To provide opportunities for pupils to acquire knowledge and identify the distinction between authorised and unauthorised drugs.
- To develop and equip pupils with the knowledge, attitudes and skills necessary to build their resilience and avoid peer group pressure or unwanted drug offers from others.
- To build pupils' decision-making skills and increased self esteem.
- To engage parents/carers in the school community and learning process.
- To enable pupils and staff to access support if they have concerns about their own or others' drug use.

Principles of Teaching and Learning

In addition to the Science curriculum, Personal, Social and Health Education (PSHE) provides opportunities for drug education. Good drug education should provide pupils with opportunities to develop a range of skills which will enable them to make informed choices in relation to drugs. It should enable them to take increasing responsibility for themselves and their behaviour.

Pupils should have an understanding of how attitudes and behaviour related to drugs are determined by such things as moral and social values. They should also have a sound knowledge about not only the risks involved in drug misuse (legal and illegal substances) but also the medical benefits of drugs. Good drug education does not happen in isolation and it is important to reinforce key messages across all phases of education, therefore providing a range of opportunities and learning styles for pupils to learn about drug education.

Effective teaching of drug education will increase pupils' knowledge of alcohol, tobacco, and other drugs, and also enable pupils to:

- Improve their self-esteem
- Make informed choices and decisions
- Develop personal initiative and be able to take responsibility
- Recognise personal skills and qualities in themselves and others.
- Maintain and develop relationships.
- Develop self confidence.
- Develop assertiveness in appropriate situations.
- Develop the motivation to succeed.

Pupils should be given frequent and regular opportunities to work on feelings and to practise personal and interpersonal skills. We value and respect the learning that occurs in the community and in the home, believing that these, alongside school links, are essential dimensions of drug education.

Knowledge and Understanding

Pupils are taught within the guidance of the National Curriculum (science programme of study, and the guidance for PSHE). This includes:

At Key Stage 1:

- Keeping ourselves and others safe
- The role of drugs as medicines
- Knowing the dangers from household substances, if they are not used as instructed.

At Key Stage 2

- Risk taking and dealing with pressure
- Building knowledge and understanding about alcohol and drugs
- Practicing skills to deal with situations
- The effects tobacco, alcohol and other drugs have on the human body and how this relates to personal health
- Which commonly available drugs are legal/illegal, and their effects and risks
- Knowing that there are different names given to drugs.

Attitudes, Values and Skills

Pupils are taught:

- To value and trust in their own learning through positive reflections and development of assertiveness and coping skills.
- Confidence building and communication skills.
- About themselves and their achievements, seeing their mistakes, making positive changes and setting personal goals.
- To recognise risky behaviour and risk taking within different situations and be able to respond appropriately.
- That pressure to behave inappropriately or to take risks can come from a variety of sources, including people they know, TV and the media including social networks.
- How to seek/ask for help and use basic techniques for resisting peer or unwanted pressure in order to minimise harm to themselves or others.
- That their actions affect themselves and others, to respect and care about other people's feelings, trying to see things from their point of view.
- That communication and problem solving skills are central to bringing about a positive change in attitudes and actions.

In teaching drug education, teachers use a range of teaching strategies, including role-play, discussion group work, draw and write, debate and circle time. The use of circle time is a key strategy for developing life skills.

Resources

To ensure effective drug education it is essential that teachers use resources that have been checked by the PSHE and Science Subject Leaders to ensure appropriacy:

- Teaching resources are up to date, differentiated and culturally and are age appropriate.
- The school allocates adequate funding to drug education provision.
- Adequate staff resources, development and training are provided to address identified needs.
- There is a protocol which ensures visitors contributing to the school programme adhere to the school's policy (see Appendix A).

Cross-Curricular Links

Drug education has many cross-curricular links, with science making a particular contribution. However, the development of life skills and Emotional Intelligence are themes throughout the curriculum, within the programme for Personal, Social and Health Education (PSHE), and enshrined in the values, which are embodied in the schools' ethos. There are links to other subjects, such as geography and physical education which will be exploited where appropriate.

Differentiation and Additional Educational Needs (AEN)

The needs of pupils with AEN will be taken into account by the teacher who may need to provide differentiated resources, activities or provide specific support to some pupils. Staff will remain alert to pupils' responses where potentially sensitive issues may be explored as part of the programme showing appropriate sensitivity and support as appropriate.

Staff Development

Ashford Oaks Primary School has an ongoing programme for professional development. Support and Continuing Professional Development (CPD) opportunities, for all school staff will be made available through training strategies.

Ashford Oaks Primary School is aware that there is a danger in assuming that children of primary school age will not be engaged in or exposed to substance misuse. Due to a perception that this may be implausible in the school community, staff training is regularly updated and all remain vigilant for signs of a child in need of supportive action in line with this policy.

Links to Related School Policies

This policy is linked to other school policies including:

- PSHE
- Child Protection
- Health and Safety
- Medicines and pupils/students with medical needs.

Monitoring, Evaluating and Reviewing

Staff must remain up to date in knowing the names of the 'Named adults for Safeguarding' who have a duty to keep staff update with drug awareness and trends.

The Senior Leadership Team is involved in the monitoring and evaluation of drugs education provision to ensure that learning outcomes and the needs of the children are met. Pupils, staff, parents/ carers and governors are consulted and the programme and policy are modified where and when appropriate.

Management of Drug Related Incidents

The school boundaries are defined as any area where a pupil is whilst he or she is in the charge of the school. Normally this means any area within the perimeter fence of the school. During any outside activities or trips it means anywhere where the pupil is in the charge of the school and its staff, whether this is within or outside school hours.

Responding to Concerns about Pupil Drug Misuse

The school will follow the guidance of the KCC and Kent Drug Alcohol Action Team 'School incident management procedures'.

If a pupil is suspected of being involved in substance misuse, is causing concern about his/her substance use, or makes a disclosure about their own or their family's substance misuse, staff must record their concerns and pass them immediately to the DCPO. Action will be taken to safeguard the pupil and, if appropriate, refer the pupil to local Young Person's Substance Misuse Services for further support. Referral to the local Drug Intervention and Support Programme may also be an option.

Communication between staff and early involvement of parents/carers and police aims to ensure early, supportive pastoral intervention and reduce the risk of continued involvement with substance misuse. An appraisal should take place to determine the nature of the pupil's needs and the additional support a pupil might need if, for example:

- their knowledge about drugs is low
- they rely or are in regular contact with those who rely upon frequent use of drugs
- their drug use is affecting performance at school
- drug use is causing problems such as conflict at home
- they feel under pressure to use, perhaps due to other problems
- their own or other's drug use is impacting on their behaviour and/or emotional health.

In addition to the drug education they receive through the curriculum, extra support may include any or all of the following:

- providing information and advice in relation to specific drugs
- developing self-esteem and skills such as strategies for seeking support
- increasing their motivation to address drug use
- facilitating access to activities of interest to them (such as Youth Clubs, extra-curricular events and activities, and external provision as part of Youth Service or Kent Drug & Alcohol Action Team (DAAT) activity)
- liaising with Addaction who can identify need and co-ordinate the help of specialist agencies.

Procedures for Managing Pupils Suspected or found in Possession of Unauthorised Drugs (See also Appendix C)

If a pupil appears intoxicated by drugs or drink whilst at school, first aid or medical supervision must be the first consideration. If it is considered necessary, the pupil will be taken to the local Accident & Emergency Unit, The Designated Safeguarding Lead (DSL) will contact the pupil's parents or carers and request they collect him or her from school. Action in line with the Child Protection Policy will be taken. If parents are unavailable the pupil will be cared for in a suitable room until the parents/carers are able to collect him or her or other action appropriate to the individual and circumstances has been taken.

If a pupil brings drink or drugs to school or the school has good reason to believe they have done so, or if a pupil is found with a substance or a drug thought to be unauthorised, the following procedures will be followed:

All unknown tablets, powders and substances should be regarded as unauthorised.

If a suspicious item is found, the staff member must follow these procedures:

- **Get the support of a witness colleague before touching the object.**
- **Gloves should always be worn if available, or a bag can be turned inside out and used to pick up the suspected drug.**
- **Seal the item in a bag**
- **Record immediately the time, location and circumstances under which the item was found**
- **Pass the item and report to the Head Teacher for further action in liaison with other agencies.**

Advice is available through KCC's Children, Families and Education Health and Safety. (03000 418456) in conjunction with "The Safe Retrieval and Disposal of Used Hypodermic Needles and Syringes" attached at Appendix D.

The Police Youth Crime Reduction Officer (YCRO) should be the first point of contact with regard to confiscation of suspected illegal drugs in schools.

The police recognise that these issues will impact on the young person, their families, friends and the wider school community. In the first instance, the school will attempt to contact the Youth Crime Reduction Officer. (Contact numbers in Appendix C). In "emergency" situations where the YCRO is unlikely to be able to attend immediately, the safety of all concerned is paramount, police assistance should be summoned in the most appropriate way (999, 101 or local police station).

Substances must **NOT** be destroyed or flushed down the toilets.

If a pupil has taken a drug, or there is reasonable evidence to assume so, a trained first-aider will be called immediately, and professional medical help sought where appropriate. If not, then another member of staff will be called for help and as a witness.

Staff will inform the Head teacher or the Core Senior Leadership Team as soon as possible after they have ensured the safety of the pupil and any other pupils involved.

The school will encourage co-operation from pupils when asked to empty their pockets/bags and hand over the suspected drugs. The school recognises that it is not legal for school staff to conduct a personal search of a pupil/student. Police help will be obtained when a personal search is deemed necessary.

If the Police YCRO is called he or she can carry out a search of the pupil and his/her belongings if he or she considers such a search is justified and within the law. The search **must** be done in the presence of an appropriate adult.

If a further search is necessary, a search of desks, drawers and other school property where pupils have access can be undertaken, but their consent should be sought before any search is undertaken. Where consent is refused the school will need to balance the likelihood that an offence has been committed against the risk that the pupil's right to privacy may be infringed without just cause before deciding to proceed with the search without consent. This school will not search pupil's private property, including bags, unless we have good reason to believe there is a likelihood of harm to pupils or others.

The Police YCRO can retain, secure and have the substance analysed and offer advice and guidance regarding the alternative options. Kent Police work closely with the Local Authority and Kent Drug and Alcohol Action Team. There are agreed protocols about dealing with 'experimental' drug use which seek to reduce harm to the pupil/student and minimise school exclusions.

It is illegal for a staff member to confiscate substances thought to be illegal. Confiscated drugs must be sealed in a clear plastic bag, with the completed incident form attached, and locked away until the police arrive (see Appendix C for sample of incident Reporting Form). Staff must record what has happened and all actions taken as soon as possible and the witness should countersign the statement.

Where it is considered that the pupil has been at risk, or it is thought that the drug or substance is unauthorised, the pupil's parent or carer should immediately be contacted by the Head teacher or the Core Senior Leadership Team and asked to attend the school, unless this is not considered to be in the best interests of the pupil, in which case Kent Safe Guarding - Child Protection Guidelines will be followed.

If it is established that an incident is drugs related, the Head teacher will contact the Chair of Governors to inform him/her of the situation.

Contact will be made with the Local Education Officer (LEO) who will inform the KCC press office if there is a possibility that the media may become involved.

Staff must not guarantee confidentiality, and where a pupil discloses information that indicates he or she is at risk, the information will be passed immediately to the school's Child Protection Officer. A teacher should sensitively indicate to a pupil that confidentiality cannot be maintained in a manner which does not discourage the disclosure, preferably before any disclosure takes place.

If the Head teacher or the Core Senior Leadership Team member will lead the response to any incident. If the incident happens off site, the teacher leading the visit will lead the initial response in line with action identified in this policy, making contact with the Head teacher as soon as initial action has been taken to ensure children are safe.

Fixed term or permanent exclusion will only be considered as a last resort, when the incident is extremely serious or part of a pattern of persistent behaviour.

Alcohol and Tobacco

Alcohol and Tobacco (AT) misuse by pupils is a serious issue for schools. Research shows that the younger pupils enter into experimental AT use, the more likely they are to develop an unhealthy lifestyle and problematic drug use. The school will take action to safeguard the pupil/s and inform parents/carers as soon as possible.

Residential and Off Site Visits

Staff engaged in off site visits are responsible for the safety and well being of children at all times. Residential and off site visits must comply with KCC "Regulations and Guidance for Offsite Activities" full risk assessment practice. Drug issues, including tobacco, alcohol and other substances including volatile substances, will be discussed in a manner which does not cause alarm. Pupils and parents/carers must be clearly informed of the school's expectations and sign the code of conduct/behaviour consent form.

Confidentiality and Child Protection
Refer to our Child Protection policy.

Staff

Any staff bringing unauthorised drugs to work or their presence at work in an intoxicated state (including while staff are 'on duty' on school trips and activities off site) will be subject to disciplinary procedures and possible police prosecution. All staff has a duty of care to the pupils, therefore the Head teacher must be informed immediately. All staff are expected to report any other member of staff suspected of bringing drugs to school or being intoxicated at work.

This school is a smoke free school, in line with national legislation effective from 1 July 2007. Staff smoking on school premises or who bring illegal drugs on to school premises will be deemed to be in breach of their contract. All staff must adhere to the KCC Smoking Policy attached in Appendix D.

The school will make every effort to support any member of staff in these circumstances and encourage them to seek appropriate professional help.

Parents/Carers and Drug Incidents

This school informs parents about all aspects of its policies via a newsletter and via the school prospectus. A proactive approach is used. In the event of a school drugs incident, the school will take any appropriate actions. Confidentiality and pupils safety issues are paramount. The school is not able to divulge any information about individual pupils. However, the whole school community can be reassured that every effort and precaution is taken to ensure the safe running of the school and pupils. The school informs parents/carers of any local concerns/issues.

This school aims to be aware of the impact parent/carer/family member drug misuse can have on a child and his/her education. Children of drug misusing parents/carers may be at greater risk of emotional and/or physical harm, but this is not always the case. A parent/carer with a drug problem does not necessarily neglect their child or put them at risk. The school aims to be alert to behaviour which might indicate that the child is experiencing difficult home circumstances.

When dealing with intoxicated parents/carers on school premises, staff should attempt to maintain a calm atmosphere. On occasions, a teacher may have concerns about discharging a pupil into the care of a parent/carer. The focus for staff will always be the maintenance of the pupil's welfare, as opposed to the moderation of the parent's/carer's behaviour.

Where the behaviour of an intoxicated parent/carer repeatedly places a pupil at risk or the parent/carer becomes abusive or violent, staff will consider whether the circumstances of the case are so serious as to invoke Child Protection Procedures, and the involvement of the police, if necessary.

Appendix A

Checklist for Use of Visitors in Delivery of Drug Education

Drugs Education is a shared responsibility and schools need not be alone in providing effective and relevant drugs education for young people.

Visitors and staff from a range of statutory and voluntary agencies can support and enhance drug education programmes in schools when part of a PSHE programme. However, they will not be used to abdicate the responsibility of the school, and be relied upon solely to deliver drugs education. The use of visitors is part of a planned, coherent and integrated approach. The checklist below assists the school in developing a partnership approach to drugs education delivery and support for young people.

Before involving a visitor staff must consider the following:

- Consistency with school's ethos, values, drug policy and approach to drugs education.
- The most appropriate source of information/support – why do we want the agency's involvement?
- What is the visitor expected to do ?
- What will the teacher's contribution to the session be ?
- Is it clear to the visitor that the teacher will remain in the classroom ?
- What preparation will be necessary, i.e. classroom layout, size of groups, content of session, A/V equipment etc. ?
- Has the visitor been checked with the Data Barring Service (DBS)? Child protection implications.
- Have confidentiality issues been clarified, avoiding inappropriate disclosures?
- How will the session be followed up?
- How will the input be evaluated?
- Is parental consent required?

The Head teacher or Core Senior Leadership Team must be informed before a visitor is invited to work with children as part of the drugs education programme.

(This is not a comprehensive list. Further guidelines can be found in the TACADE publication: 'Making the most of visitors – using outside agencies in school drug education.') The KCC School Drugs Education Advisers and the Kent Healthy Schools programme will be able to provide support and guidance in selecting school visitors.

Appendix B

Key Contacts and Resources

PHSE Adviser

Allan Foster

Tel: (01622) 203800

Schools Drugs Education Advisers

Karl Love

West / North Kent

Tel: (01732) 225006

Mobile: 07786 191409

Email: karl.love@kent.gov.uk

Anne Lord

East Kent

Tel: (01227) 284572

Mobile: 07786 191408

Email: anne.lord@kent.gov.uk

Kate Craib

Mid Kent and Tonbridge and Malling

Tel: (01622) 605165

Mobile: 07717 716897

Email: kate.craib@kent.gov.uk

For more information on drugs:

Healthy Schools Programme

In west Kent:

Unit 7 & 8 Northcourt

South Park Business Park

Armstrong Road

Maidstone

ME15 6JZ

In east Kent:

Exchange House

Thomas Way

Lakeside International Business Park

Hersden

Canterbury

Kent CT3 4NH

Our opening times

Monday to Friday, 9am to 5pm.

How you can contact us

For the west team

Phone: 0300 1231 969

For the east team

Phone: 0300 7900 304

Appendix C

Record of Incident Involving Unauthorised Substances

- 1 For help and advice, telephone the School Drugs Education Adviser.
- 2 Complete this form WITHOUT identifying the pupil involved.
- 3 Copy the form (two copies if substance found)
- 4 Attach copy to bag containing any substances discovered
- 5 Send the copy within 24 hours of the incident to the relevant School Drugs Education Adviser.
- 6 KEEP the original, adding the pupil's name and form – store securely.

(please tick to indicate the category)

Concern established after following up a suspicion or allegation	Discovery OFF premises	Discovery ON premises	Pupil disclosure	Parent/carer use	A parent/ carer expresses concern
Name of pupil*: Pupil's form*: (*For school records only) Age of pupil: Male/Female Ethnicity of pupil: (For DAT records**) <input type="checkbox"/> Tick box if second or subsequent incident involving same pupil		Name of school: Time of incident _____ am/pm Date of incident: Report form completed by:			
First Aid given? Yes/No		First Aid given by:			
Ambulance/Doctor called?(Delete as necessary)		Yes/No			
Called by: Time:					
Drug involved (if known): (e.g. Alcohol, Paracetamol, Ecstasy)		Sample found? (Yes/No) Where retained: Witness name: Disposal arranged with: (Police, Environmental Health) At time:			
Senior staff involved:					
Name of parent/carer informed: Informed by: At time:					
Brief description of symptoms/situation:					
Other action taken: (e.g. Addaction or other agency involved: Educational Psychologist report requested: case conference called: pupils/staff informed: sanction imposed: LEA/GP/Police consulted)					
(continue on blank sheet if necessary)					

** Categories: British, Irish, other white, white and black Caribbean, white and black African, white and Asian, other mixed, Indian, Pakistani, Bangladeshi, other Asian, Caribbean, African, other black, Chinese, any other, not stated.

Smoking and E-Cigarette Policy

Issued by HR



If you require this policy in another format please go to the end of this document for details.

KCC want to develop and foster a healthy organisation for staff through a range of activities. The position we adopt on smoking and the use of e-cigarettes (nicotine containing products (NCP)) at work is one of the ways in which we attempt to improve the working environment whilst respecting the position of individuals who choose to smoke or use NCPs.

Aims

This policy aims to give non-smokers the right to work in an environment that is free of tobacco smoke and vapours from e-cigarettes, whilst acknowledging the needs of people who do smoke or use NCPs.

Scope

This policy applies to all employees, members, contractors, visitors and members of the public whilst in our buildings.

KCC Policy Statement

Smoking and the use of e-cigarettes or “vaping” is not allowed in any of our buildings or establishments for the health, safety and well-being of our staff and visitors.

Residential establishments are exempt from any ruling for residents only and if designated smoking facilities already exist they must be clearly marked.

The smoking and e-cigarettes policy will apply to any of our rooms or premises that are hired out for functions.

Smoking and Others

E-Cigarettes – We expect people who use e-cigarettes or ‘vape’ to use these devices at a reasonable distance from our establishments.

Whilst it is recognised that there is no current legislation banning these products they remain unlicensed and little is known about the health risks they may cause. E-cigarettes contain liquid nicotine, flavour and other chemicals which is turned into vapour and is inhaled by the user. Our intention is to protect non smokers from being exposed to these vapours which could be potentially harmful, and may cause safety concerns.

Until such time as legislation comes into effect KCC will take the position of banning the use of these devices in the workplace.

Smoking and Vaping outside buildings - We expect people who are smokers or vapers to take steps to minimise the effects of their smoke or vapours on others whilst at work. Primarily this will be by ensuring that when smoking it is at a reasonable distance from the building.

Delivering Services in People's Homes - The smoking and vaping ban does not apply to private homes, so when you deliver services to service users in their homes you should come to an agreement with your service user about smoking and vaping. Employees whose work involves visiting people in their homes should refer to their Directorate specific risk assessment process.

Smoking and Vaping in Vehicles - Smoking and vaping is not allowed in KCC-owned pool cars and other KCC vehicles e.g. delivery lorries, mobile libraries.

KCC Staff Working for Other Organisations - Staff who are seconded or who work in establishments other than those owned by KCC must follow the policy of the organisation in question with respect to smoking and vaping.

Smoking and Vaping Breaks - Whilst we acknowledge that people may need to take breaks during the working day, including breaks to smoke and use e-cigarette devices, these should be minimal and in agreement with your line manager.

Enforcement and Monitoring

Managers are responsible for ensuring staff comply with this policy. Persistent and/or intentional breaches of the policy will lead to disciplinary action under KCC's Disciplinary Procedure.

Any visitor to our premises who breaks the conditions of this policy will be asked to stop smoking or vaping, or to leave the premises.

This policy will be:

- Displayed in all KCC workplaces and will be available on KNet (KCC's intranet)
- Communicated to all employees, members, contractors, visitors and external clients
- Referred to in job advertisements and contracts of employment
- Made available to all new employees as part of their induction

Please note that where you see a 'No Smoking' sign this will also mean that you will be unable to use e-cigarettes or vape. Signs will be clearly displayed around buildings / establishments and within KCC owned vehicles.

Alternative Formats

This document is available in other formats. Call 03000 416409 or email Employment Policy Team for further details.

Connect2Kent interpreting and translations services can help us explain services to people if their first language is not English. Call on 0845 365 1645 an English-speaking operator will take details of your requirements and arrange a translation or interpreting service. You may need an English-speaking friend or a family member to help you with this.

Local Support and Other useful contacts for Staff

Support is available for staff who wish to stop smoking from the organisations below:

- Stop Smoking Kent Helpline – 0800 849 4444, Email kcht.sss@nhs.net, Text: QUIT to 87023, Fax: 01303 858935 or Website: www.smokefreekent.co.uk
- Action on Smoking and Health (ASH) – offer confidential advice on problems associated with smoking in the workplace. Tel: (0207) 739 5902. Website: www.ash.org.uk
- National 'Giving Up Smoking' Helpline is on 0800 1690169.