



Breakaway

No smoking policy

Policy Owner:	Ranbir Sidhu (Registered Manager)
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Slough Children First along with Slough Borough Council operates a 'No Smoking' policy. However, due to the length of time a staff member can be in the building at Breakaway, 24 hours +, it is felt that to operate this policy would have a negative impact on staff who smoke.

Procedure

Staff members who smoke and are on a late shift followed by a sleep-in, followed by an early shift (over 24 hours), are permitted a smoking break once all children are in bed, provided there is sufficient staff on duty to ensure children's safety. The staff member must inform the Shift Leader beforehand.

Staff should always present a professional, courteous, and efficient image while at work. Smoking is only permitted during designated, unpaid breaks. Employees must adhere to the dress code, ensuring they do not smell of smoke while on duty. Before returning to support a child, staff should thoroughly wash their hands to remove any odor.

On a long day, smoking breaks are only allowed during the designated one-hour break between shifts. There are no exceptions to this policy. Staff should not conceal or support violations of the smoking policy and should encourage colleagues to comply.

Cigarettes, e-cigarettes, vapes, chargers, and lighters must be kept locked in the staff office and out of children's sight.

For more information, refer to SCF's No Smoking Policy.