Ysgol Gynradd
Tonysguboriau
Primary School

Hygiene Policy

Governor/Staff Signature List

Title of Policy: Hygiene Policy

I confirm that I have read and understood this policy. I have had an opportunity to ask questions and will ensure that the principles of this policy will be reflected in my practice.

Name of Staff Member	Job Role	Date	Signature

Exemplar Hygiene Policy Checklist

Heading	Present	Comments
1. Date of publication and review		
2. Context of policy/relationship with other policies		
3. Aims of policy clearly stated		
4. Statement of those consulted		
5. Location of policy		
6. Roles and Responsibilities defined		
7. Links to the curriculum (including: curriculum maps, planning, methodology, resources, visitor contributions and evaluation)		
8. Management of incidents, recording and exclusions		
9. Standard Infection Control Procedures		
10. Local and national guidance cited		
11. Monitoring, Review and Dissemination		

1.Introduction

1.1 Definition

A variety of organisms can cause infection diseases in children and staff and result in absenteeism from school.

Standard Infection Control Precautions refer to the different ways in which the source and transmission of infection can be reduced or eliminated.

1.1Principles of this Policy

Tonysguboriau Primary School adopts the All Wales Infection Prevention and Control Guidance for Educational Settings (2017) as the schools recognised Hygiene Policy and procedure as detailed below.

The aim of this policy is for the prevention of communicable diseases and their spread within the school ad the promotion of good infection control practices for both staff and children. We are committed to the health, safety and wellbeing of the whole school and wider community. The school actively promotes and encourages healthy lifestyles through implementing a whole school approach to infection prevention and control. It is therefore important that clear effective guidelines for the prevention and control of infection are in place and implemented within the school. This policy is not to be used for the diagnosis of illness but to help inform, advice and direct staff towards best practise and where to seek further advice.

1.3 This Policy has been developed with reference to

- All Wales Infection Prevention Control Guidance for Educational Settings (Public Health Wales)
- Personal and Social Education Framework for 7–19-year-olds in Wales (PSE Framework), Welsh Government (2008)
- Foundation Phase Framework, Welsh Government (revised 2015); Personal and Social Development, Wellbeing and Cultural Diversity of Learning.

1.4 Consultation and Development of this Policy

This Policy was developed by a working group of primary school representatives and members from the Cwm Taff Healthy School Team. Consultation on this Policy also included the Senior Leadership Team, teaching and non-teaching staff, caretaker, lunchtime supervisors, catering staff, cleaners, Governors, pupil and parental representatives.

1.5 Location

This policy will be located in the office of Mrs T. Harries, Headteacher. A copy can also be found on the school's website.

1.6 Links to Other Policies

Other policies and guidance that should be read in conjunction with this Hygiene Policy include:

- PSE Policy
- Health & Safety Policy
- Food Safety Policy
- Off site/ school Trip Policy
- Illness policy/sickness Absence
- Food and Fitness Policy

1.7 Scope of Policy

- The procedures and practices within this Policy relate to all time of the school day and during out of hours, this includes off site school visits and trips
- The Policy applies to all staff, pupils, parents/carers, governors and partner agencies attending the school.

2 key Responsibilities

This includes the Headteacher, Health and Safety Officer, School Governors, School Cleaners, Caretaker, Lunchtime Supervisors, Catering Staff, Site Manager, PSE Coordinator, pupils and parents/carers.

Role and Responsibility on the Headteacher

- Implantation, monitoring and evaluation of the school's hygiene policy
- Ensure all Health School Hygiene Minimum Standards are met and maintained
- Provide parents the guidance on illness absence
- Notify the Health Protection Team as soon as possible to report a notifiable disease
- Complete the Education Settings Infection, Prevention and control Audit every term

Roles and Responsibility of the School Governors

- To approve policy and ensure its implementation, to be reviews in line with the national annual update of the All Wales Infection Prevention Control Guidance for Educational Settings 2017

Roles and Responsibility of Teaching Staff and Teaching Assistants

- Undertake Food Safety Training level 2
- Ensure all pupils wash their hands as appropriate
- Deliver hygiene messages in the curriculum

Roles and Responsibility of the Office Staff

- Keep the sickness register up to date

Roles and Responsibility of the School Cleaner

- Follow the specified cleaning schedule

Roles and Responsibility of the School Caretaker

- Ensure the facilities in the toilets are replenished

Roles and Responsibility of Catering Staff

- Undertake Food Safety Training Level 3

Role and responsibility of the School Lunchtime Supervisors

- Ensure the cleanliness of the dining hall in between sittings and the end of dinner time

Role and Responsibility of Pupils

- Follow strict hygiene procedures for snack time
- Ensure effective hand washing
- Monitor/respect the toilet areas

Role and Responsibility of Parents/Carers

- Provision of foods at school functions are safe
- Abide by the Sickness Absence Policy
- Ensure uptake of child's vaccination are up to date where appropriate
- Ensure that water bottles and packed lunches are cleaner
- Register children/ young people with a dentist and ensure that they have regular check ups.

3. Curriculum

3.1 Aim

The aim of delivering consistent and accurate hygiene messages through the curriculum is to empower children and young people to identify, develop and implement hygiene practices and to develop a responsible attitude towards keeping their bodies safe and healthy.

At Tonysguboriau Primay School, pupils will learn about hygiene practices using approaches that provide:

- Appropriate cross curricular links, for example, Science, PE, PSE, Design and Technology, ESDGC (e.g Forest Schools) and the Foundation Phase Framework
- Consistent and accurate information presented simply and clearly
- Informative and accessible resources
- Support from appropriate and recommended outside agencies and professionals
- Stimulating and enjoyable tasks
- Appropriate challenges in an environment where they feel secure enough to play a full and active part.

The educational programme will he inclusive and tailored to meet the needs of all pupils, particularity those in vulnerable groups as per the schools Equality Plan.

3.2 Links with the National Curriculum and PSE Framework

Curriculum for Wales: Foundation Phase Framework (revised 2015)

In the Foundation Phase Framework hygiene sits within the Personal and Social Development, Wellbeing and Cultural Diversity Area of Learning.

Range:

Children should be given opportunities to develop their skill, knowledge and understanding through being involved in a range of experiences including:

- Activities that contribute to their own safety
- Activities that allow them to make healthy choices and to develop and understanding their own bodies and how to keep them safe and healthy.

Skills;

Personal Development

Children should be given opportunities to:

- Become independent in their personal hygiene needs and to be more aware of personal safety

Well-being

Children should be given opportunities to:

- Value and contribute to their own well-being and to the well-being of other
- Understand and recognise the changes that happen to their bodies as they exercise and describe the changes to their breathing, heart rate, appearance and feelings
- Develop an understanding that exercise and hygiene and the right types of food and drink are important for healthy bodies and ask for assistance when needed.

Key Stage Two, Key Stage Three

PSE Framework: KS2	PSE Framework: KS3	PSE Framework: KS4
Health and Emotional well-being: **Learners should be given opportunities to:** • Take increasing responsibility for keeping body safe and healthy • Feel positive about themselves and be sensitive towards feelings of others **And to understand:** • The features and physical and emotional benefits of a healthy lifestyle, e.g. food and fitness • The reasons for the physical and emotional changes which take place at puberty.	Health and Emotional well-being: **Learners should be given opportunities to:** • Display a responsible attitude towards keeping the mind and body safe and healthy • Develop positive attitude themselves and others. **And to understand:** • The relationship between diet, exercise and good health and well-being • The benefits of accessing different source of information support and advice.	Health and Emotional well-being: **Learners should be given opportunities to:** • Accept personal responsibility fir keeping the mind and body safe and healthy • Develop a responsible attitude towards personal relationships **And to understand:** • The short and longer term consequences when making decisions about personal health • How to access professional health advice and personal support with confidence

3.3 Support From Outside Agencies

Outside agencies or visitors may provide sessional learning opportunities for pupils. The school will ensure that if external personal are delivering information in relation to hygiene:

- The school and the visitor have agreed the aims, content and approach of inputs by the visitor
- The school has checked that the work of the agency or visitor is known by them and considered appropriate in respect of safeguarding/child protection procedures
- The school will make the visitor aware of any relevant school policies
- The school will ensure that all visitors are in receipt of DBS check
- The school has planned for the visitor to be supervised/actively supported by an appropriate member of staff (see Appendix 1 for PSE Visitors Checklist).

We work in partnership with the Cwn Taff Healthy Schools Team, Health Protection Team, Environmental Health Officers, the School Nursing Service and Health Visitors to establish and deliver a coherent and consistent approach to hygiene.

3.4 Links with National Programmes

National Programmes such as the Food Standards Agency, Catch it Bin it Kill it campaign, and the Welsh Network of Health School Schemes are often used as educational platforms to address hygiene related issues.

3.5 Resources

- Glow Germ/Glitter Bug hand washing kits
- Posters – Hand washing techniques
- Sense DVD – Hygiene section
- E – Bug resources

4. School Hygiene Procedures as per the All Wales Infection Prevention and Control Guidance for Educational Settings (2017)

http://www.wales.nhs.uk/sitesplus/documents/888/All%20Wales%20Infection%20Prevention%20and%20Control%20Guidance%20for%20Educational%20Settings_FINALMay%202017x.pdf

4.1 Reporting Infectious Disease Outbreaks Pages 14-16

4.2 How infections are spread Pages 17-19

4.3 Standards Infection Control Procedures Page 20

4.4 Hand Washing Pages 21-26

4.5 Personal Protractive Equipment (PPE) Pages 27-29

4.6 Waste Management Page 30-31

4.7 Laundry Pages 32-34

4.8 Decontamination Pages 35-39

4.9 Toilets Areas/ Toileting Pages 40-44

4.10 Blood and Bodily Fluid Spillages 45-46

4.11 Classroom snd Sports Equipment Pages 47-51

4.12 UK Immunisation Schedule Page 52

4.13 Staff and learner Health Page 53-55

4.14 Blood Borne Virus (BBV) Exposure Incidents Pages 56-58

4.15 School Pets and Farm/Zoo Visits Pages 59-64

4.16 Periods to Keep Individuals Away from the Setting Page 66-72

4.17 Check List Toilet Facilities Pages 75-85

4.18 Water Coolers and Individual Water Bottles Page 80

4.19 Auditing Compliance with Infection, Prevention and Control Standards Pages 91-98

The Quick Reference Guide: Control Infectious Disease to Maintain a Healthy Education Environment can be found here:

http://www.wales.nhs.uk/sitesplus/888/page/75726

5. Review, Monitoring and Dissemination

5.1 The headteacher, Senior Leadership Team and Governing Body will monitor this policy annually in line with the national and annual update of the Infection Prevention Control for Educational Settings All Wales Guidance (2017).

This policy will be disseminated via the school website and will be available upon request. Aspects will be replicated in the school prospectus, shared areas on the school network and staff handbook.

Review

The governing body reviews this policy every three years. They governors may, however, review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.

Headteacher:	T. Hamis	**Date:**	12.10.2023
Chair of Governing Body:		**Date:**	12.10.2023
Nominated Governor:		**Date:**	

Appendix 1: PSE Visitors Checklist Planning Points	
The school and the visitors have agreed the aims, content and approach of inputs by the visitors	
The school has:	
Checked that the work of the agency or visitors is known to them and considered appropriate in respect of safeguarding/child protection procedures	
Made the visitor aware of and familiar with any relevant school policies	
Planned for the visitor to be supervised/actively supported by a teacher at all times throughout the visit	
Provided information on • The number of sessions expected	
• The numbers of learners in each session	
• The age of the learners in each session	
• Any additional learning needs of learners	
The following have been agreed:	
• The date and time of the visit	
• Where the speaker will be met, at what time and by who	
• the name of the class teacher(s) who will be present at the session(s)	
• where the session(s) will take place	
• the number of sessions, timings and duration of each	
• relevant school timings e.g registration, assembly, breaks, lunch etc.	
• what school resources are required by the speaker	
• what resources can be accessed. E.g video, TV, DVD player.	
• What resources the speaker will provide	
• Arrangements for collecting feedback from the session(s) • From learners • From teaching staff	
• Arrangements for jointly evaluating the session(s)	

Signed	School:
	Visitor:
Date:	