



Believing and Achieving Together

Sign:

Date: March 2023

Review: March 2025 or sooner if required

## Hygiene

We actively promote a healthy lifestyle and a high standard of hygiene in order to prevent the spread of infection.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

Aims:

- To promote a high standard of hygiene in order to prevent the spread of infection.
- To encourage all pupils to understand the ways of preventing the spread of infection.
- To work with other schools to share good practice in order to improve this policy.

Procedure:

Role of the Governing Body -

The Governing Body has:

- appointed a member of staff to be responsible for Health and Safety;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring policies are made available to parents;

- nominated a link governor to visit the school regularly, to liaise with the coordinator and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy.

#### Role of the Headteacher -

The Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the Health and Safety coordinator to promote a healthy lifestyle and a high standard of hygiene in order to prevent the spread of infection;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy.

#### Role of the co-ordinator -

The coordinator will:

- lead the development of this policy throughout the school;
- lead the development of a healthy lifestyle and a high standard of hygiene throughout the school;
- work closely with the School Council;
- work closely with the Headteacher and the nominated governor;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- review and monitor;
- annually report to the Governing Body on the success and development of this policy.

#### Role of the Nominated Governor -

The Nominated Governor will:

- work closely with the Headteacher and the coordinator;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- report to the Governing Body every term;
- annually report to the Governing Body on the success and development of this policy.

#### Role of School Personnel -

In dealing with spills of blood, vomit or excrement school personnel will follow these procedures:

- Rubber gloves must be worn at all times.
- Disposable wipes must be used and flourished away immediately.
- Floors and other affected surfaces must be disinfected with the appropriate chemicals.
- Any soiled fabrics must be washed or discarded.
- Soiled garments to be placed in sealed polythene bags and then sent home or washed on the premises.

School personnel will encourage pupils to understand:

- the ways of preventing the spread of infection;
- the importance of personal hygiene

School personnel will report any concerns they have about the cleanliness of any child.

#### Role of Pupils -

All pupils will follow these rules:

- Hands must be washed after using the toilet.
- Disposable tissues are available in all classrooms.
- Pupils are encouraged to shield their mouths when coughing or sneezing.
- Pupils are not allowed to swap or try on other pupil's earrings.

#### Role of the School Council -

The School Council will be involved in:

- determining this policy with the Governing Body;
- discussing improvements to this policy during the school year;
- reviewing the effectiveness of this policy with the Governing Body.

#### Role of Parents -

Parents will be made aware of this policy and are asked to comply with it.

#### Food hygiene -

We will observe current legislation regarding food hygiene, registration and training. (See Food Safety Policy)

The following procedures must be followed when handling food:

- Hands must be washed thoroughly before handling food.
- Refrain from handling food if suffering from any infectious/contagious illness, skin trouble, cough or cold.
- The preparation of raw and cooked food must take place in separate areas.
- Fresh fruit and vegetables must be washed before use.
- All surfaces must be kept clean at all times.
- All food waste must be disposed of properly.
- All utensils must be washed thoroughly after use and stored correctly.
- Broken or chipped china will not be used
- Tea towels and cleaning cloths will be washed after use.
- Aprons must be worn at all times.

Raising awareness of this policy -

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- reports such annual report to parents and Headteacher reports to the Governing Body
- information displays in the main school entrance.

Monitoring the effectiveness of this policy -

Annually (or when the need arises) the effectiveness of this policy will be reviewed by the coordinator, the Headteacher and the nominated governor and the necessary recommendations for improvement will be made to the Governors.