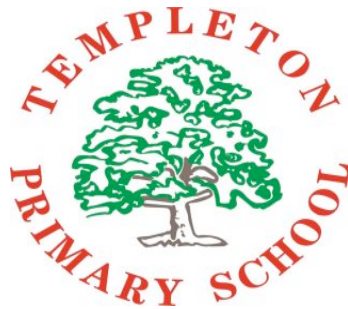




The Federation of Tavernspite and Templeton Schools



Hygiene Policy

1. Policy Statement

At Tavernspite and Templeton Schools, we recognise that maintaining high standards of hygiene is essential in protecting the health, safety and wellbeing of our whole school community.

Schools are busy environments where children and adults learn, play and work together in close contact. As a result, infectious illnesses can spread quickly and may affect children's attendance, learning experiences and the smooth running of school life. We therefore believe that effective hygiene practices are a shared responsibility and an important part of creating a safe, caring and respectful environment.

We are committed to developing a whole-school culture where good hygiene habits are understood, valued and consistently practised by pupils, staff, families and visitors.

Our approach focuses on:

- ☐ promoting excellent personal hygiene habits;
- ☐ reducing the spread of infection;
- ☐ maintaining clean, safe and welcoming environments;
- ☐ supporting children to develop independence and responsibility;
- ☐ providing clear and consistent messages about health and wellbeing;
- ☐ working in partnership with families and external agencies.

At Tavernspite and Templeton Schools, we believe that hygiene education is not simply about following routines; it is about helping children understand how their actions affect themselves and others. Through our curriculum, relationships and daily practice, children develop the knowledge and confidence to care for themselves, respect their community and make healthy choices.

This policy supports our commitment to the **Curriculum for Wales**, particularly the Health and Well-being Area of Learning and Experience, by helping learners develop:

- ☐ responsibility for their own physical health and wellbeing;
- ☐ independence and self-care skills;
- ☐ respect for others;
- ☐ an understanding of how healthy behaviours contribute to a positive quality of life.

2. Vision and Principles

At Tavernspite and Templeton Schools, our vision is to create a healthy, safe and respectful environment where everyone understands the importance of hygiene and wellbeing.

We believe:

Good hygiene supports learning

Children learn best when they feel safe, healthy and ready to engage. Effective hygiene routines help reduce illness, support attendance and enable children to make the most of their educational experiences.

Hygiene is everyone's responsibility

A clean and healthy school environment depends on the collective efforts of pupils, staff, families and visitors. Everyone has a role in maintaining high standards.

Children should develop independence

We encourage children to take increasing responsibility for their own personal care and hygiene needs. This includes:

- ☐ handwashing;
- ☐ toileting routines;

- ☐ caring for personal belongings;
- ☐ understanding how to prevent the spread of germs.

Hygiene should be taught positively

We aim to teach hygiene in a way that promotes confidence, dignity and self-respect. Children are supported to understand the reasons behind routines rather than simply following instructions.

Every child should be supported

We recognise that some children may require additional support with personal care, sensory needs, medical needs or independence skills. Appropriate adaptations and support will be provided to ensure all children can participate fully in school life.

Prevention is better than cure

Through good hygiene practices, education and communication, we aim to reduce risks and prevent the spread of infection wherever possible.

3. Legislation, Guidance and Linked Policies

This policy has been developed with reference to current guidance and expectations, including:

- ☐ **Public Health Wales: All Wales Infection Prevention and Control Guidance for Educational Settings**
- ☐ Welsh Government guidance relating to health and wellbeing in schools
- ☐ Health and Safety at Work etc. Act 1974
- ☐ Management of Health and Safety at Work Regulations 1999
- ☐ Food Safety Act 1990
- ☐ Food Hygiene Regulations
- ☐ Control of Substances Hazardous to Health (COSHH) Regulations
- ☐ Curriculum for Wales guidance
- ☐ Welsh Network of Healthy School Schemes guidance
- ☐ Supporting learners with medical needs guidance

This policy should be read alongside:

- ☐ Health and Safety Policy
- ☐ First Aid Policy
- ☐ Medicines Management Policy
- ☐ Food and Fitness Policy
- ☐ Food and Nutrition Guidance
- ☐ Educational Visits Policy
- ☐ Safeguarding Policy
- ☐ Cleaning and Premises Management Procedures
- ☐ Attendance and Illness Procedures
- ☐ Supporting Learners with Healthcare Needs Policy

4. Aims of the Policy

The aims of our Hygiene Policy are to:

Promote excellent standards of hygiene

We aim to ensure that pupils and adults understand and follow effective hygiene routines that protect health and wellbeing.

Reduce the spread of infection

We will:

- ☐ promote effective hand hygiene;
- ☐ maintain clean environments;
- ☐ follow appropriate infection control procedures;
- ☐ respond quickly and appropriately to illness outbreaks.

Develop children's understanding and independence

We aim to support children to:

- ☐ understand why hygiene matters;
- ☐ develop appropriate personal care routines;
- ☐ make healthy choices;
- ☐ take responsibility for themselves and others.

Ensure consistent practice

We will ensure that:

- ☐ all staff understand their responsibilities;
- ☐ clear procedures are followed;
- ☐ children receive consistent messages;
- ☐ families are kept informed of expectations and guidance.

Maintain a safe and hygienic environment

The school will ensure:

- ☐ classrooms and communal areas are maintained appropriately;
- ☐ toilet facilities meet expected standards;
- ☐ cleaning routines are effective;
- ☐ food preparation areas follow safe practice.

Promote dignity and wellbeing

We aim to ensure that personal hygiene and care routines are managed sensitively, respecting children's:

- ☐ privacy;
- ☐ individual needs;
- ☐ cultural considerations;
- ☐ emotional wellbeing.

Work effectively with families and agencies

We recognise the importance of partnership working and will:

- ☐ communicate clearly with parents and carers;
- ☐ provide guidance where appropriate;
- ☐ seek advice from health professionals when required.

5. Roles and Responsibilities

5.1 Governing Body

The Governing Body has responsibility for ensuring that appropriate arrangements are in place to support health, safety and hygiene across the federation.

Governors will:

- ☐ support the implementation of this policy;
- ☐ ensure the policy is reviewed regularly;
- ☐ monitor standards through appropriate governor visits and reports;
- ☐ ensure suitable resources are available;
- ☐ promote a positive health and safety culture.

The Governing Body will work alongside the Headteacher to ensure that the school environment supports the health and wellbeing of all members of the community.

5.2 Headteacher

The Headteacher has overall responsibility for ensuring this policy is implemented effectively.

The Headteacher will:

- ☐ ensure compliance with relevant legislation and guidance;
- ☐ promote a culture of high expectations regarding hygiene;

- ☐ ensure all staff understand their responsibilities;
- ☐ ensure appropriate training is provided;
- ☐ monitor cleaning and hygiene arrangements;
- ☐ ensure procedures are in place for managing illness and infection;
- ☐ liaise with relevant agencies, including Public Health Wales, where required;
- ☐ ensure parents and carers receive appropriate information.

5.3 Senior Leadership Team

The Senior Leadership Team will support the Headteacher by:

- ☐ monitoring hygiene standards across the schools;
- ☐ ensuring staff follow agreed procedures;
- ☐ supporting staff induction and training;
- ☐ responding promptly to concerns;
- ☐ promoting pupil involvement and responsibility.

The SLT will ensure that hygiene remains an integral part of the school's wider commitment to wellbeing.

5.4 Teaching and Support Staff

All staff have a responsibility to support a safe and hygienic environment.

Staff will:

- ☐ model good hygiene practices;
- ☐ encourage children to develop positive routines;
- ☐ teach children about hygiene and infection prevention;
- ☐ promote effective handwashing;
- ☐ report concerns regarding hygiene, illness or facilities;
- ☐ follow infection control procedures;
- ☐ maintain appropriate cleanliness within their working areas;
- ☐ support children with personal care needs sensitively and respectfully.

Staff will also ensure that hygiene messages are reinforced through learning experiences, particularly within Health and Well-being and Science and Technology.

5.5 Pupils

Pupils are expected to take responsibility for maintaining good hygiene standards.

Children will be encouraged to:

- ☐ wash hands regularly and effectively;
- ☐ use toilets respectfully;
- ☐ dispose of tissues appropriately;
- ☐ keep personal belongings tidy;
- ☐ care for shared spaces;
- ☐ report problems or concerns to adults.

Through pupil voice groups and classroom discussions, children are encouraged to contribute ideas for improving hygiene and wellbeing across the schools.

5.6 Parents and Carers

Parents and carers play an important role in supporting children's health and hygiene.

Families are encouraged to:

- ☐ support good hygiene routines at home;
- ☐ inform school of relevant medical conditions or illnesses;

- ☐ follow guidance regarding illness and attendance;
- ☐ provide suitable clothing and personal items;
- ☐ work collaboratively with school staff.

6. Creating a Healthy and Hygienic School Environment

At Tavernspite and Templeton Schools, we believe that the physical environment has an important role in promoting health, wellbeing and positive behaviours. A clean, safe and well-maintained school environment supports children's learning, confidence and sense of belonging.

We are committed to ensuring that hygiene standards are consistently high across both schools and that all members of the community understand their role in maintaining these standards.

The school will:

- ☐ provide a clean, safe and welcoming environment for pupils, staff and visitors;
- ☐ ensure classrooms, communal areas and outdoor spaces are appropriately maintained;
- ☐ provide suitable facilities for handwashing, toileting and personal care;
- ☐ ensure cleaning routines are effective and regularly monitored;
- ☐ respond promptly to spills, accidents and potential sources of infection;
- ☐ ensure appropriate waste disposal procedures are followed;
- ☐ promote respect for shared spaces and resources.

6.1 Cleaning and Maintenance

The school works closely with cleaning staff and premises teams to maintain high standards of cleanliness.

Cleaning arrangements include:

- ☐ regular cleaning of classrooms, corridors, toilets and communal areas;
- ☐ additional cleaning of frequently touched surfaces where appropriate;
- ☐ appropriate cleaning of shared equipment and resources;
- ☐ safe disposal of waste;
- ☐ monitoring of cleaning standards.

Cleaning staff will:

- ☐ follow agreed cleaning schedules;
- ☐ use appropriate cleaning products safely;
- ☐ follow COSHH guidance;
- ☐ report any concerns regarding hygiene, maintenance or facilities.

Staff will support cleanliness by ensuring that:

- ☐ classrooms are organised and tidy;
- ☐ spillages are reported and dealt with promptly;
- ☐ resources are stored appropriately;
- ☐ children are encouraged to care for their environment.

6.2 Toilet Facilities

The school recognises that access to clean, safe and well-maintained toilet facilities is essential for children's dignity, health and wellbeing.

The school will ensure that:

- ☐ toilets are accessible throughout the school day;
- ☐ facilities are cleaned regularly;
- ☐ toilet paper is available;
- ☐ liquid soap and hand-drying facilities are provided;
- ☐ toilets are appropriately ventilated;
- ☐ repairs and concerns are addressed promptly;
- ☐ children are encouraged to report issues.

Pupils are taught to:

- ☐ use toilet facilities respectfully;
- ☐ flush toilets after use;
- ☐ dispose of tissues appropriately;
- ☐ wash hands thoroughly afterwards;
- ☐ respect the privacy and dignity of others.

7. Hand Hygiene

Effective hand hygiene is one of the most important ways of preventing the spread of infection.

At Tavernspite and Templeton Schools, children and adults are encouraged to develop consistent handwashing habits.

Hands should be washed:

- ☐ after using the toilet;
- ☐ before eating or handling food;
- ☐ after coughing, sneezing or blowing their nose;
- ☐ after touching animals;
- ☐ after outdoor activities;
- ☐ after contact with bodily fluids;
- ☐ after handling waste or dirty materials;
- ☐ whenever hands appear dirty.

7.1 Handwashing Expectations

The school will ensure:

- ☐ pupils and staff have access to appropriate handwashing facilities;
- ☐ liquid soap is available;
- ☐ warm water is available where possible;
- ☐ hand dryers or paper towels are provided;
- ☐ children receive teaching on effective handwashing techniques;
- ☐ posters and reminders are displayed appropriately.

Children will be taught to:

1. Wet hands with water.
2. Apply soap.
3. Rub hands together thoroughly, including between fingers and around thumbs.
4. Rinse hands.
5. Dry hands properly.

7.2 Teaching Hand Hygiene

Hand hygiene is reinforced through:

- ☐ Health and Well-being learning;
- ☐ Science and Technology activities;
- ☐ daily routines;
- ☐ practical cooking activities;
- ☐ discussions about germs and infection prevention.

Resources such as **e-Bug** may be used to support children's understanding of microbes, hygiene and infection prevention.

8. Personal Hygiene and Wellbeing

Developing good personal hygiene habits supports children's confidence, independence and wellbeing.

The school will promote:

- ☐ personal cleanliness;
- ☐ respectful self-care;
- ☐ independence skills;
- ☐ confidence in managing personal needs.

8.1 Supporting Personal Care

Some children may require additional support with personal care due to age, developmental needs, medical needs or additional learning needs.

The school will:

- ☐ provide support sensitively and respectfully;
- ☐ maintain children's dignity and privacy;
- ☐ work with families and professionals where required;
- ☐ ensure appropriate risk assessments and care plans are in place.

8.2 Coughing, Sneezing and Respiratory Hygiene

Children and adults are encouraged to follow good respiratory hygiene practices.

This includes:

- ☐ covering coughs and sneezes with a tissue or elbow;
- ☐ disposing of tissues immediately;
- ☐ washing hands afterwards;
- ☐ avoiding unnecessary touching of faces.

Staff will reinforce these expectations positively and consistently.

8.3 Clothing and Footwear

Appropriate clothing supports children's comfort, safety and participation.

Pupils should:

- ☐ wear suitable school uniform;
- ☐ wear appropriate footwear for indoor and outdoor activities;
- ☐ wear suitable clothing for PE and outdoor learning;
- ☐ ensure personal belongings are clearly labelled.

For PE and sporting activities:

- ☐ jewellery should be removed where appropriate;
- ☐ earrings must be removed or safely covered by pupils/parents in line with school expectations;
- ☐ appropriate footwear should be worn.

9. Infection Prevention and Control

Tavernspite and Templeton Schools follow guidance from Public Health Wales regarding infection prevention and control.

Our approach focuses on:

- ☐ preventing infection wherever possible;
- ☐ recognising symptoms early;
- ☐ responding appropriately;
- ☐ communicating effectively with families.

9.1 Illness and Attendance

Parents and carers should inform school if their child is absent due to illness.

The school will:

- ☐ follow current guidance regarding exclusion periods for infectious illnesses;
- ☐ encourage children who are unwell to remain at home until they are fit to return;
- ☐ provide advice to families where necessary;

- ☐ monitor patterns of illness.

9.2 Managing Infectious Diseases

Where a suspected outbreak occurs, the school will:

- ☐ seek advice from Public Health Wales where appropriate;
- ☐ implement recommended control measures;
- ☐ communicate clearly with families;
- ☐ monitor attendance and illness patterns.

The school maintains awareness of notifiable diseases and follows appropriate reporting procedures.

9.3 Bodily Fluids and Spillages

Staff will follow safe procedures when managing:

- ☐ blood;
- ☐ vomit;
- ☐ urine;
- ☐ faeces;
- ☐ other bodily fluids.

Procedures include:

- ☐ wearing appropriate protective equipment where required;
- ☐ using suitable cleaning materials;
- ☐ disposing of contaminated materials safely;
- ☐ washing hands thoroughly afterwards.

Staff receive appropriate guidance to ensure these situations are managed safely and sensitively.

9.4 Immunisation

The school recognises the importance of immunisation in protecting children and communities from serious infections.

Families are encouraged to:

- ☐ follow advice from health professionals;
- ☐ ensure children receive recommended vaccinations;
- ☐ provide relevant medical information to school.

10. Food Hygiene and Safety

Food safety is an important aspect of maintaining health and wellbeing within our schools.

The school will ensure that food preparation, storage and serving follow appropriate food hygiene standards.

10.1 Food Preparation and Cooking Activities

During practical cooking activities, pupils will be taught:

- ☐ the importance of handwashing before preparing food;
- ☐ safe food handling;
- ☐ kitchen hygiene;
- ☐ safe use of equipment;
- ☐ cleaning procedures.

Staff will ensure:

- ☐ appropriate supervision;
- ☐ safe working practices;
- ☐ suitable adaptations for individual needs;
- ☐ awareness of allergies and dietary requirements.

10.2 Food Safety Procedures

The school will ensure:

- ☐ appropriate storage of food;
- ☐ safe preparation areas;
- ☐ suitable cleaning procedures;
- ☐ allergen awareness;
- ☐ compliance with food safety guidance.

During cooking activities:

- ☐ separate equipment will be used where required for raw and ready-to-eat foods;
- ☐ children will be taught safe food preparation practices;
- ☐ staff will monitor hygiene standards.

10.3 Allergies and Dietary Requirements

The school recognises its responsibility to protect children with allergies.

We will:

- ☐ maintain accurate allergy information;
- ☐ ensure relevant staff are aware of requirements;
- ☐ communicate with families;
- ☐ follow agreed procedures for managing allergies;
- ☐ ensure food activities consider dietary needs.

11. Hygiene Education Within the Curriculum

Hygiene education forms part of our wider commitment to developing healthy, confident and independent learners.

Through the Curriculum for Wales, pupils develop understanding of:

Health and Well-being

Children learn about:

- ☐ personal care;
- ☐ healthy routines;
- ☐ preventing illness;
- ☐ respecting themselves and others.

Science and Technology

Children explore:

- ☐ microorganisms;
- ☐ how infections spread;
- ☐ the importance of hygiene;
- ☐ scientific explanations behind health practices.

Practical Learning

Children develop skills through:

- ☐ cooking;
- ☐ outdoor learning;
- ☐ gardening;
- ☐ practical investigations.

The aim is for pupils to understand not only **what** hygiene routines are required, but **why** they matter.

12. Monitoring, Evaluation and Review

The effectiveness of this Hygiene Policy will be monitored regularly to ensure that it continues to support the health, safety and wellbeing of the whole school community.

Monitoring will consider:

- ☐ standards of cleanliness across the schools;

- ☐ pupil understanding of hygiene expectations;
- ☐ feedback from pupils, staff and families;
- ☐ effectiveness of infection prevention procedures;
- ☐ availability and condition of facilities;
- ☐ compliance with relevant guidance.

12.1 Responsibilities for Monitoring

The Headteacher and Senior Leadership Team will:

- ☐ oversee implementation of this policy;
- ☐ monitor hygiene standards;
- ☐ review procedures;
- ☐ address areas for improvement.

The Governing Body will:

- ☐ receive updates regarding health and safety matters;
- ☐ support policy review;
- ☐ monitor compliance with statutory expectations.

Staff will:

- ☐ contribute feedback;
- ☐ maintain high standards within their areas;
- ☐ promote positive hygiene habits.

Pupils will:

- ☐ contribute through pupil voice opportunities;
- ☐ take responsibility for maintaining standards.