



Hygiene Policy

June 2026

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Headteacher – Mr. Joshua Jones	<i>J. Jones</i>
Chair of Governors – Mr. Paul Croston	P. Croston



Hygiene Policy Sheet

Date of Review	Reviewer(s)	Comments
29 th June 2023	Dion Griffiths Laura Thomas Sue Huyton Steven Jones Dan Dodwell	Policy amendments: • Terminology of SMT/ SLT • Sanitary disposal bin location • Removal of hyperlink in references
13.06.26	Joshua Jones	Policy amendments: • Safeguarding and Hygiene statement on p3 • Update curriculum language on p4 • Reference to Public Health Wales guidance p9 • Tightening of Monitoring and Evaluation p12 • Updated reference list



Hygiene Policy

Hygiene Policy Statement

In schools, where children are in close and frequent physical contact with each other, infectious diseases can spread rapidly. Ysgol Sant Dunawd will seek to help protect children and staff from infections and reduce the risk of outbreaks by ensuring;

- Rigorous hygiene procedures are in place
- Ensure information is provided to parents and staff on keeping infectious children and staff away from school to prevent contamination.

The development of a whole school approach to hygiene is essential in ensuring consistent messages and the development of skills in a supportive school environment. Following the Pennington enquiry (2009) which investigated the outbreak of E.coli in South Wales in 2005, a series of recommendations aimed at public sector bodies and food businesses were made. One of those recommendations was that every local authority should have a programme of audits to ensure that all schools have adequate toilet and hand-washing facilities.

This policy should be read in conjunction with the school's Safeguarding and Child Protection Policy.

At Ysgol Sant Dunawd, maintaining high standards of hygiene is an essential part of safeguarding children and staff. Poor hygiene and infection control may present a risk to health and wellbeing and will be addressed in line with safeguarding procedures where necessary.

1. Introduction

The content of this policy outlines the pattern of development through learning about hygiene, which children who attend Ysgol Sant Dunawd will follow. The policy refers to the teaching of health and wellbeing, with regard to younger pupils (Nursery to Year 2) and older pupils (Year 3 to Year 6).

Education about hygiene can help children make informed choices that can impact their health. Children's physical development depends upon the attention given to proper nutrition, sufficient exercise, appropriate hygiene, safety and positive healthy choices. Children need to appreciate the relationship between diet and growth, between exercise and wellbeing, and between personal hygiene and disease.

We consider the role of Ysgol Sant Dunawd to support families and the wider community, by ensuring the ethos of the school is established as a health promoting environment.

2. Aim

- To establish and maintain life-long healthy lifestyles and good hygiene habits and to provide a clean and hygienic school environment to promote the welfare of children and staff.



3.Objectives

- To ensure all aspects of good hygiene are encouraged among pupils, staff and visitors
- To provide consistent messages in school about good hygiene within and outside of the taught curriculum
- To increase pupils' knowledge, understanding, experience and attitudes towards good hygiene
- To ensure the provision for hygiene in school reflects the cultural and medical needs of all pupils
- To ensure the school environment is a hygienic place to learn and work in

4.Curriculum

Effective hygiene education will enable children at Ysgol Sant Dunawd to make responsible informed choices. This will not be delivered in isolation and will reflect the approach within the Health and Well-being (Curriculum for Wales), which underpins this Policy.

Largely, education about Hygiene will take place in during Health and Well-being focuses, although some aspects will be addressed within daily routines and on an incidental basis. Staff will raise children's awareness of good hygiene practices by teaching them about the importance of:

- hand washing
- nose wiping and disposal of tissues
- the spread of infection through coughing and sneezing
- food and kitchen hygiene
- Puberty and growing up

Delivery

At Ysgol Sant Dunawd, pupils will learn about hygiene using approaches that provide:

- Consistent accurate information presented simply and clearly
- Informative and accessible reading material
- Access to peers and credible adult experts, in addition to teachers
- Stimulating and enjoyable tasks

Use of outside Speakers

Where people from external agencies are invited into the school they are 'visitors' and will be seen as contributing to the school's agreed programme and not replacing it.

Visitors delivering any aspects of Hygiene will be involved in the planning of the full programme and contribute their specific expertise where required e.g School nurse, Healthy Schools.



5.Environment

The Headteacher has overall responsibility for ensuring that hygiene standards are maintained across the school. To assist the school in achieving statutory compliance the head teacher will ensure that:

- The school premises (furniture, furnishings and fittings) are clean and safe before the children arrive each day
- A documented programme of cleaning for the entire school is in place
- Cleaning staff are appropriately trained and aware of British Institute of Cleaning Science (BICS) guidance and COSHH Regulations
- All cleaning equipment is colour coded in line with the British Institute of Cleaning Science (BICS)
- All cleaning chemicals and equipment are stored safely in a lockable cupboard
- Procedures for removing spills of blood and body fluids are in place (see 5.3)
- Include hygiene procedures in staff induction and training
- Waste is removed promptly and is not allowed to accumulate
- Well-maintained toilet facilities are provided where pupils feel comfortable and safe and have open access to throughout the school day
- Provision for suitable, sufficient and readily accessible hand washing and drying facilities for staff and children are available.
- Use notices, posters and staff meetings to promote good hygiene practices
- A list of notifiable diseases is kept and staff are familiar with local guidelines and procedures for notifying the CCDC and EHO of outbreaks of disease
- Display a list of addresses and telephone numbers for key health contacts including your nearest Accident and Emergency Department, Health Centre, EHO and CCDC
- COSHH data sheets for all cleaning chemicals are held either by the school or the contracted cleaning service 7

** Dependent on the level of support the school buy back from A & ED, a full range of expertise and assistance is available from Wrexham Commercial Services Ltd, the Council's wholly owned trading company.*

5.1 Training

The school will ensure that staff responsible for food preparation and handling undertake the Level 2 award in Food Safety, and that is updated as required. All staff are expected to follow hygiene procedures consistently and report any concerns to a member of the senior leadership team.

5.2 Food and Kitchen hygiene

Ysgol Sant Dunawd's food preparation areas conform to environmental health and food safety regulations. Staff responsible for preparing and handling food in school



are aware of and comply with regulations relating to food safety and hygiene. In particular:

Staff Should:

- ensure all food and drink is stored appropriately, refrigerated as needed including considerations for the contents of children's packed lunches
- hand wash before touching food and immediately after handling raw food, especially meat and poultry
- clean and disinfect kitchen work surfaces immediately before use and immediately after contact with raw food
- regularly clean and disinfect and contact surfaces (e.g. handles, taps)
- regularly clear food debris from surfaces (e.g. cupboards, refrigerators, microwaves), and clean and disinfect them
- ensure all cooking and eating utensils are properly cleaned before use
- use a bin with a lid and clean and disinfect it regularly
- wash fruit and vegetables well (especially if they are to be eaten raw) including considerations for fruit tuck shops
- avoid contact between cooked and raw foods (e.g. use separate chopping boards and knives)
- check use-by dates and avoid damaged food or packages
- keep refrigerators set at or below 5°C (thus ensuring food remains below 8°C – the legal limit), and freezers at or below minus 18°C
- cook food thoroughly and evenly (especially meat). Thorough cooking will destroy most germs. However, all parts of the food must reach at least 70°C
- serve cooked food immediately, or cool and refrigerate it within 1 to 2 hours. Germs can multiply quickly in food left to stand at room temperature
- Keep tea towels clean and washed between sessions of activity with pupils

Staff should not:

- drink unpasteurised milk or give it to children
- eat raw or lightly cooked eggs or uncooked dishes made with them
- eat meat that is undercooked or still pink
- eat pâté or ripened soft cheese (e.g. camembert, brie and blue cheeses) if you are pregnant or allow young children to eat any of the above foods
- allow animals on kitchen surfaces
- refreeze food once it has defrosted
- reheat food more than once
- allow children into the kitchen area, unless it is used solely for a supervised cooking activity
- use cracked or chipped crockery



carry hot drinks through the play areas or place hot drinks within reach of children

Dietary Requirements

Current information about individual children's dietary needs are recorded and communicated both verbally and visually to all staff and volunteers. Individual pupil information will be displayed for staff as a consistent reminder. Staff are required to show sensitivity in providing for children's diets and allergies. Staff do not use a child's diet or allergy as a label for the child or make a child feel singled out because of his/her diet or allergy. Children are discouraged from sharing and swapping their food with one another in order to protect those with food allergies.

5.3 Toilets and Toileting

To ensure staff are aware of and are able to carry out effective hygiene practices, the head teacher will ensure that;

- all toilets are open and available to pupils throughout the school day
- the toilet and washroom facilities are suitable for the range of users, including pupils with disabilities and special needs and cater for the needs of all pupils from ethnic and religious communities
- the toilet facilities provide appropriate privacy for users
- all toilet areas have access to supplies of warm and cold water, liquid soap, hand drying facilities and toilet tissue in dispensers, provided at a convenient height, at all times
- provision of sanitary disposal units in all female cubicles (pupils toilets by junior yard)
- ensure drinking water supplies are available in appropriate locations, and not in toilet areas
- supervision of the toilets at break and lunchtimes is undertaken by Staff, if required. To prevent the spread of all infection, staff at Ysgol Sant Dunawd will ensure the following toileting good practices are observed: -

Staff members will accompany pupils to the toilets, if required

Staff will take into account every child's individual needs and work in partnership with Parents/Carers in toileting matters

Any accidents are dealt with swiftly, with minimal fuss, involving a change of clothing for the child

Spare laundered pants, and other clothing, will be available in case of accidents. Polythene bags will be available in which to wrap soiled garments in order to return them to the Parent/Carer

Paper towels should be disposed of appropriately when used

Hand washing and all aspects of hygiene are encouraged by all staff



5.4 Procedures for dealing with spills.

Spills of blood and body fluids (e.g. faeces, vomit, urine, nasal secretions) are regarded as potentially infectious and any contaminated surfaces are immediately cleaned and disinfected.

The school protocol for dealing with spills is detailed below:

Staff will:	
Wear disposable (non-latex) gloves and a plastic apron whilst cleaning spills of blood and body fluids	
use disposable paper towels to wipe up the spill and discard in a plastic bag	If use of a mop is required to clean a heavily contaminated area, e.g. a spill of vomit or faeces, it must be disposed of after use.
disinfect all surfaces contaminated with body fluids using a disinfectant that will kill both bacteria and viruses	
after removing the spill, clean the area with a freshly prepared solution of detergent and water	
wash hands after removing gloves	
put any waste into a plastic bag for disposal (according to local guidelines)	
follow the manufacturer's instructions when using disinfectants and cleaning products*	
ensure disinfectants are stored in a locked cupboard after use	
consider steam cleaning fabric or carpeted areas as soon as possible after contamination	
Staff will not:	
use bleach products on carpets or wooden surfaces, or in confined unventilated areas	use bleach on spills of urine

**Full list of approved products available from A &ED Cleaning section – Helpdesk 01978 292071*

5.5. Animals

Animals, including pets and farmyard animals carry a wide range of bacteria. Therefore, staff will encourage pupils to wash their hands immediately after handling animals at school. Staff will also ensure that pupils are shown how to wash hands correctly to help prevent the spread of bacteria and viruses.

Ysgol Sant Dunawd will refer to the following guidance if considering a farm educational visit – <http://www.face-online.org.uk/facenews/preventing-or-controlling-ill-health-from-animal-contact-at-visitorattractions>



6. Illness absence

Parents of pupils at Ysgol Sant Dunawd are made aware that any child who is acutely unwell should be kept away from school until they are well enough to benefit and participate. In addition, even if they appear well, it is necessary to keep children who have certain infectious diseases away from school for an appropriate period, to help prevent others from becoming infected. The school will follow the most up-to-date Public Health Wales guidance on infection prevention and control. The table below provides guidance on appropriate absence periods for some common infections:

Disease	Absence Period
Chickenpox	None until all vesicles have crusted over
Conjunctivitis	None
Diarrhoea and vomiting	Until 48 hours after the last episode of diarrhoea or vomiting
Hand, foot and mouth disease	None
Hepatitis A	Exclude until seven days after onset of jaundice (or seven days after symptom onset if no jaundice)
Impetigo	Until lesions are crusted and healed, or 48 hours after commencing antibiotic treatment
Measles	Four days from onset of rash
Mumps	Exclude child for five days after onset of swelling
Pertussis (whooping cough)	48hrs from commencing antibiotic treatment, or 21 days from onset of illness if no antibiotic treatment
Ringworm	Exclusion not usually required
Rubella	Four days from onset of rash
Scabies	Child can return after first treatment
Scarlet fever	Child can return 24 hours after commencing appropriate antibiotic treatment
Threadworms	None
Tuberculosis	Always consult the Health Protection Team

- See 'Guidance on infection control in schools and other childcare settings' Public Health Agency for most up to date information.

Parents/carers will be asked to keep their children at home if they have any infection, and to inform the school as to the nature of the infection, so that the school can inform other parents/carers if necessary, and to make careful observations of any child who seems unwell.



If a child is issued prescribed medication, procedures outlined in the school's Healthcare Needs Policy will be followed. (See Supporting Learners with Healthcare Needs Guidance 215/2017 (Welsh Government March 2017)).

6.1 Head lice

Parents/carers should notify the school if they discover that their child has head lice. In this instance the school will issue appropriate guidance to parents in the form of a letter/leaflet, advising of necessary precautions and advice for treatment.

7. Immunisations

Immunisation status is checked at school entry and at the time of any vaccination. Parents are encouraged to have their child immunised and any immunisation missed or further catch-up doses organised through the child's GP. See Public Health Wales Vaccines for Children – Routine Childhood Immunisations Schedule Wales for most up to date information or [Immunisation and vaccines - Public Health Wales](#). Please note children who present with certain risk factors may require additional immunisations.

7.1 Staff Immunisations

All staff should undergo a full occupational health check prior to employment; this includes ensuring they are up to date with immunisations. All staff aged 16–25 should be advised to check they have had two doses of MMR and one dose of Men C.

8. Child Protection

It may be necessary to invoke local Child Protection Procedures if a pupil's safety or welfare (or that of another pupil) is under threat. It would only be in exceptional circumstances, e.g. where there is a clear child protection issue, that sensitive information is passed on against a pupil's wishes, and even then the school will inform the pupil first and endeavour to explain why this needs to happen. These exceptions are defined by a moral or professional duty to act:

- Where there are child protection issues
- Where a life is in danger

9. Confidentiality

Teachers will not promise confidentiality. The boundaries of confidentiality will be made clear to pupils. If a pupil discloses information which is sensitive, not generally known, and which the pupil asks not to be passed on, it will be discussed with a senior member of staff. The request will be honoured unless this is unavoidable in order for teachers to fulfil their professional responsibilities in relation to:

Child Protection



- Co-operation with a police investigation
- Referral to external service

Every effort will be made to secure the pupils agreement to the way in which the school intends to use any sensitive information.

10. Community

Within its broad purpose of 'education for life', the school will seek to:

- Raise awareness of, and promote, the activities and policy of the school around hygiene, in partnership with key community and health agencies
- Encourage good hygiene practices by providing information to parents to reinforce key messages in the home environment

11. Equality

As an employer and provider of services Ysgol Sant Dunawd will not unlawfully discriminate on grounds of age, disability, gender, gender reassignment, race or ethnicity, religion or belief, sexual orientation, marriage or civil partnership, pregnancy and maternity or on the grounds of Welsh language.

All pupils, their parents and guardians, volunteers, staff and school governors are valued and will be treated with dignity and respect. We will not tolerate any form of discrimination, harassment or victimisation.

We will work across our school community to ensure our commitment to equality and fairness is shared and take steps to ensure that our school is accessible, welcoming and inclusive. Please refer WCBC Strategic Equality Plan & Equality and Diversity Policy (2012 – 2016) for further information.

12. Implementation

- The Governing Body to nominate the Health and Safety Governor to take specific responsibility for Hygiene
- The Governing Body will receive updates on hygiene, health and safety, and infection control as part of its oversight responsibilities.
- SLT will ensure that there is adequate training and resources for all staff / AOTTs involved in the delivery of the aims and objectives of the Hygiene Policy
- The governor with the responsibility for Health & Safety /Hygiene will liaise with the SLT regularly
- SLT will take advantage of the existing national and local initiatives and resources relating to Hygiene



13. Monitoring and Evaluation

- Opportunities will be provided which will enable pupils to participate and evaluate what they have learnt according to their age, needs and ability
- Parents will be invited to feedback their ideas for improvements on a regular basis both verbally and through questionnaires
- School Council
- Hygiene standards will be monitored regularly by the Senior Leadership Team
- The Health and Safety Governor will receive updates and may undertake monitoring visits
- Any issues identified will be addressed promptly and inform future improvements
- Hygiene is considered as part of the school's wider health, safety and safeguarding monitoring processes

14. Media

Staff at Ysgol Sant Dunawd will not report incidents and /or issues concerning food hygiene safety to local press and media generally. The head teacher, in consultation with LEA and Governors will deal personally with all media matters. All media enquiries will be referred to the Wrexham Council Press Office.

References

- School toilets: Good practice guidance for schools in Wales (2012)
- Public Health Wales – All Wales Infection Prevention and Control Audit Tool for Childcare and Educational Settings (2023)
- BOG Standard Sample School Toilet Policy <https://eric.org.uk/information/>
- Curriculum for Wales (Health & Well-being AoLE)
- Wrexham County Borough Council Strategic Equality Plan
- A &ED cleaning - Assets and Economical Development
- <http://www.bics.org.uk/>
- <http://www.hse.gov.uk/coshh/>

