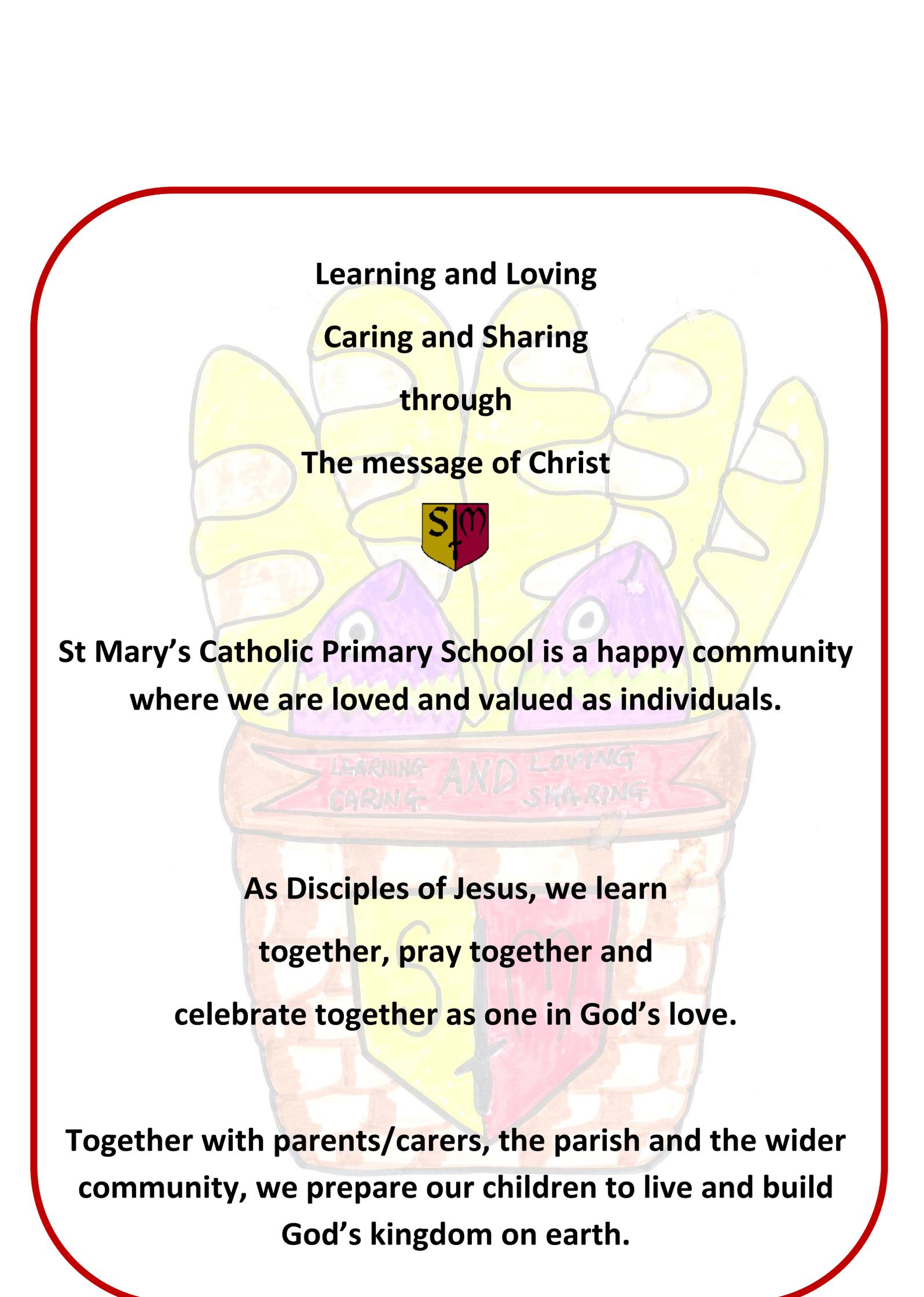


St Mary's Catholic **Primary School**



Well-being **Policy**



**Learning and Loving
Caring and Sharing
through
The message of Christ**



**St Mary's Catholic Primary School is a happy community
where we are loved and valued as individuals.**

**As Disciples of Jesus, we learn
together, pray together and
celebrate together as one in God's love.**

**Together with parents/carers, the parish and the wider
community, we prepare our children to live and build
God's kingdom on earth.**

St. Mary's Catholic Primary School's commitment to encouraging the health and wellbeing of all the pupils, staff, parents and the wider community is of an excellent standard. The mission statement is

“Learning and Loving, Caring and Sharing, through the message of Christ.”

Within St. Mary's it is recognised that it is our mission statement to educate the whole child. We believe that pupil wellbeing is at the heart of this. If a pupil is happy, safe and secure and they enjoy a wealth of health and wellbeing experiences, this will ensure that they become healthy, confident individuals who are ambitious, capable learners.

St. Mary's Catholic Primary School takes a holistic approach to health and wellbeing activities. This will enable the development of knowledge and understanding, skills, capabilities and attributes necessary for mental, emotional, social and physical wellbeing required now and in the future. Everyone is able to give an opinion and know that it is listened to and valued.

All areas within the Wellbeing Policy support the school's equal opportunities policy and Relationships and Sex Education Policy.

Food and Fitness

At St. Mary's Catholic Primary School we are committed to encouraging our pupils to lead active and healthy lifestyles. We believe that healthy children are best able to take full advantage of the educational opportunities that the school provides. The partnership between home and school is crucial in shaping how children and young people behave, particularly where health is concerned.

Aims:

- To improve the health of our school community by equipping children with the knowledge and skills to establish and maintain life-long active lifestyles and healthy eating habits.
- To ensure food and nutrition and physical activity become an integral part of school environment and that a common thread of best practice runs through the curriculum.
- To develop a whole school approach to the food and fitness policy which; offers a shared vision, coherence in planning and development and consistency in the delivery of curriculum messages.
- To develop links with the wider community including outside agencies to support us the delivery of the policy.

Curriculum

- To understand and maximise opportunities for social and emotional education development through the organisation and delivery of food and fitness activity throughout the day and promote pupil participation in decision making.
- To ensure that the curriculum offers all pupils an understanding of the relationship between food, physical activity and short and long term health benefits.
- To implement a well planned National Curriculum course of study in health related exercise, as part of P.E. making opportunities for cross-curricular promotion of physical activity and its relationship to diet and nutrition.
- Offer a programme of work that provides skills of preparing and cooking food.

Examples include:-

- Swimming lessons
- Health related exercise within the curriculum e.g. keeping clean after exercise and effects of exercise on the body
- Hand Washing demonstration

- Physical Education and cross curricular opportunities for physical development

Environment

- To ensure that drinks and snacks provided for morning break and school events meet with the general health promoting ethos of the school.
- Ensure the provision of a range of safe and stimulating sport and recreational activities out of the school curriculum.
- Ensure the maintenance and utilisation of outdoor space in accordance with the Foundation Phase
- Facilitate safe and environmentally friendly ways to get to and from school where appropriate (link Eco Schools)

Examples include:-

- Water available in all classrooms
- Healthy Eating Posters designed by Eco Team
- Whole School Healthy Snack
- After School Clubs including athletics, dance, tennis, netball
- Use of Bellevue Park for sports activities
- Gardening activities
- Participation in Eco Schools/Healthy Schools Schemes
- Partnerships with Wrexham Sports Development Team

Community

- To raise awareness of and promote the food and fitness policy of the school in partnership with key communities and health agencies.
- Collect, collate and provide pupils with appropriate information about opportunities and resources available relating to food, nutrition, physical activity and sport in the community.
- Develop partnerships with local providers.

Examples include:-

- Eco Schools
- Providing information from local leisure centres etc.
- Promoting Fair Trade
- Links with Dragon Sports and Wrexham Sports Development Team

Mental and Emotional Health and Well Being

In St. Mary's Primary School PSE comprises all that the school undertakes to promote the personal and social development of its pupils. This includes planned learning experiences and opportunities in the curriculum as well as the ethos and organisation of the school. The importance of PSE is reflected in the need for each pupil to receive a broad and balanced curriculum. The curriculum should: offer opportunities for pupils to be healthy, confident individuals who are ready to lead fulfilling lives as valued members of society.

Curriculum

The school will review the delivery of the curriculum to ensure that it offers opportunities for pupils to:

- Build mental and emotional wellbeing.
- Apply knowledge about the impact of diet and exercise on their physical and mental health.
- Take part in physical activity.
- Take measured decisions about lifestyle and manage risk.
- To know how to find information and support to keep safe and well.

The PSE curriculum is taught through all other curriculum areas. This is highlighted in planning.

Monitoring and Evaluation

Governors

- To ensure the legal framework is followed.
- To implement the PSE Policy through the Head Teacher.
- To implement the 'annual' reviews.
- To make, and keep up to date, a separate written statement of the school's policy with regard to PSE.
- To make copies of this statement available for inspection by parents of pupils registered at the school and provide a copy free of charge to any parent who requests one.
- To include a summary of the content and organisation of PSE in the School Prospectus.

Head Teacher

- To implement the PSE Policy.

- To ensure the policy is followed.
- To liaise with the Governors on provision in school.
- To liaise with parents.
- To ensure the policy in line with the rolling programme.
- To disseminate information to staff.
- To respond to individual problems experienced by children, enlisting external agency support if appropriate.

Class Teacher

- To plan and teach PSE lessons.
- To build up the self-esteem of the children, develop their personal and social skills, give them responsibility, encourage them to work with others etc.
- To respond to the individual needs of children, giving relevant support should a child be experiencing difficulties.

Specialist involvement

- Healthy Schools Team/ School Nurse/ School Liaison Officer (PC Ellis)
- To give support throughout the school, when appropriate.
- NSPCC – Speak Out.

Pupil Involvement

- School Council and Eco committee promote pupil voice and give pupils the opportunity to express their views, make decisions and develop their evaluation skills.
- Pupil voice suggestion box.
- Pupil voice to attend Governor Meetings on behalf of the pupils.
- ‘Buddies’ are School Council members who assist in the Foundation Phase playgrounds during playtimes. They provide activities using the playground equipment and aid the pupils in their participation. They also teach physical skills such as skipping, football, etc. They act as mediators when younger pupils are involved in a dispute. They also ensure that all pupils have a ‘friend’ to play with and no-one is left out. This enables these pupils to develop their self- esteem, attitudes and confidence.
- SAP
- Fun Friends
- Nurture Groups

Professional Development

- The PSE coordinator will attend appropriate training courses and disseminate relevant information to the rest of the staff through in-house INSETS.
- The coordinator will advise staff on suitable resources and share good practice.
- Professional development needs of the staff are identified through lesson observations and teachers own personal needs.

Community

- The school seeks to involve parents and the community at every opportunity and encourages them to contribute to the daily life of the school.
- St. Mary's Catholic Primary School has an active Friends' Committee.
- Liturgies are provided by the parish priest.
- Class assemblies on Religious festivals are provided for parents to attend.
- The school promotes an 'open door' policy for parents where parents are encouraged to discuss any matters of relevance with teachers as and when they arise.
- The local Police Liaison officer attends school to deliver lessons in relation to the schools PSE curriculum.
- The local Police officers support the whole school community when necessary.

Monitoring and Evaluation

- One individual governor to take specific responsibility for the PSE Policy.
- The PSE co-ordinator will be responsible to the governing body for the coordination and management of the policy.
- The school will ensure that there is adequate training and resources for staff involved in the delivery of the aims and objectives of the school's PSE Policy.

Substance Abuse and Misuse

St. Mary's Catholic Primary School's definition of a drug is any substance taken into the body, which alters the way, the body functions emotionally, physically or mentally. This includes tobacco, alcohol, solvents, prescribed and over the counter medicines as well as illicit substances. The school is committed to taking seriously its part in the education of children about substance misuse. It supports the Wales strategy for tackling substance misuse in helping children and young people resist substance misuse in order to achieve their full potential in society.

Within the general PSE provision of the school there is a programme of substance misuse education relevant to the age of the children and strategies for dealing with any drug related incidents.

Aims

The central aim of substance misuse education is to empower children to make healthy, responsible informed decisions about drugs. It will make an important contribution to stopping young people starting using a substance or delaying the onset of first use. To empower children to make informed choices we will achieve this by;

- a) Giving accurate information about drugs and their effects, the law, ways of keeping safe.
- b) Exploring feelings, attitudes and values, discussing risk-taking and building up self-esteem.
- c) Developing personal and social skills, such as communicating effectively, being assertive, making decisions, problem solving.

The aims of substance misuse education in this school are:

- a) To help children be aware of the dangerous substances that might be around them at home and in the community - e.g. medicines, cigarettes, etc.
- b) To give children sufficient information about substances so that they can keep themselves and others safe.
- c) To help children explore their attitudes and values and equip them with relevant skills that they can make informed and healthy choices about substances.

The school recognises that substance misuse education is not so much about drugs but more about the children themselves - their values and attitudes, their relationships, their problems, their risk-taking, their decisions, their sensation seeking. Therefore, children need to be engaged actively in the process which addresses knowledge, attitudes and values and behaviour. The school is also aware that some children may be more at risk of developing substance misuse issues including those with parents who are misusing, those with behaviour problems and those with mental health issues.

Curriculum

The School Community Police officer is invited to take lessons about substance use and misuse throughout the school.

The Key Stage 2 programme includes medicines, smoking tobacco, alcohol, volatile substances and illegal substances. A balanced approach will be taken to knowledge and understanding, attitudes and values and skills. The School Community Support Officer supports the school with this.

Important values related to substance misuse education to be promoted in the school are respect for self and others; independence of mind and the right to hold individual views; keeping oneself safe; looking after the body; honesty and truth; sensitivity to the environment.

Important values of related to substance misuse education to be developed in the school are resisting peer pressure, analysing risks, decision making and problem solving'

Resources

- School community police officer lessons as part of All Wales School Liaison core Programme' PC Ellis
- BBC Learning clips- the effects of smoking on the lungs. Don't Touch Tell.

Monitoring and Organisation

Governors

- To ensure the legal framework is followed.
- To implement the Substance use and misuse Policy through the Head Teacher
- To make copies of this statement available for inspection by parents of pupils registered at the school and provide a copy free of charge to any parent who requests one.

Head Teacher

- To implement the Substance use and misuse Policy.
- To ensure the Policy is followed.
- To liaise with the Governors on the teaching in school.
- To liaise with parents
- To ensure the policy is reviewed annually'
- To disseminate information to staff.
- To respond to individual problems experienced by children, enlisting external agency support if appropriate.
- To respond to any media enquiries about substance misuse incidents.
-

PSE coordinator

- To ensure teachers plan and teach Substance use and misuse lessons.
- To liaise with the School Community Police Officer to timetable in appropriate lessons.
- To ensure adequate resources are available for teachers to use.
- To monitor, evaluate and review the Substance use and misuse provision annually.

Class Teacher

- To plan and teach the relevant Substance use and misuse lessons.
- To respond to the individual needs of children, giving relevant support should a child be experiencing difficulties.

Specialist involvement

Healthy Schools Team/School Nurse/Police

- To give support throughout the school, when appropriate.

Health and Safety

- The school has a no smoking policy (including e-cigarettes), which includes all people on the school premises.
- Pens with a solvent base will not be used in school.
- The grounds of a school are checked regularly for any needles and syringes or any other drug paraphernalia.
- Children are directed not to touch any needle or syringe found and to inform a teacher immediately.
- If a child requires any medicines to be kept in school and administered during school hours the parents are encouraged to come into school to administer the medicine themselves. If this is not possible parents must
- complete an agreement form with office staff and the medicine must be labelled with the prescription dosage and stored in a sealed, named box. All medicines are kept in a safe place and dates are checked regularly.

Incidents

Incidents involving a pupil in the school will be taken seriously and each case dealt with in its own context. The immediate priority is the welfare of the child. However, the following responses would normally be recommended:

- If an illegal substance is found on school premises it will be locked away and the school liaison officer contacted to dispose of it
- If a child is found with a cigarette, alcohol or other substance, legal or illegal, it will be removed by the member of staff who discovered it. Ideally, another adult should witness this. The situation will be investigated and a written record made. Parents will be informed and further action will be discussed.

- If a child is under the influence of alcohol or other drugs parents will be informed and medical advice might be obtained
- If a child discloses that they are misusing drugs child protection procedures will be applied
- If substances are being supplied on or near school premises the police will be contacted
- If a parent or adult under the influence arrives on the school premises to pick up a child the SMT are to be informed immediately to take over the situation.
- In the case of an emergency regarding a drug incident the appropriate agency will be contacted. The incident will be recorded.

Continued Professional Development

- The PSE co-ordinator will attend appropriate training courses and disseminate relevant information to the rest of the staff through in-house INSET.
- The co-ordinator will advise staff on suitable resources and share good practice.
- Professional development needs of the staff are identified through lesson observations and teachers own Personal needs.

Community

- The school seeks to involve parents and the community at every opportunity and encourages them to contribute to the daily life of the school.
- St Mary's Catholic Primary School promotes an 'open door' policy for parents where parents are encouraged to discuss any matters of relevance with teachers as and when they arise.
- The local PC attends school to deliver lessons in relation to Substance use and misuse.
- The local Police officers support the whole school community when necessary.
- Monitoring and Organisation
- One individual governor will take specific responsibility for the PSE Policy.
- The SMSC co-ordinator will be responsible to the governing body for the coordination and management of the policy.
- The school will ensure that there is adequate training and resources for staff involved in the delivery of the aims and objectives of the school's PSE Policy.
- The PSE coordinator will ensure the delivery of Substance use and misuse lessons throughout the school in compliance with the policy.
- Progress will be monitored at regular intervals by the PSE co-ordinator, SMT and governors.
- The PSE coordinator will contribute to the school's self- evaluation process, which is collated by the
- Head Teacher and SMT.
- Updates on school Substance use and misuse actions will be fed back to staff.

Environment

Introduction

It is important for the St. Mary's Catholic Primary School community to have an awareness and understanding of the effects of their actions upon the environment in which they live, work and relax. In order to do this, we need to take responsibility for our own actions and we need to have a sense of duty and care for the world in which we live.

As an integral part of our school life the pupils are actively encouraged to promote Eco ideas and action plans that will also involve parents and the wider local community.

The ways in which we will strive towards this goal is to Reduce the amount of materials we use and waste we produce, Re-use materials wherever possible, Restore what is deemed to have been destroyed and Respect our neighbours and our environment.

Curriculum

The curriculum offers opportunities for pupil to contribute to the life in school, local community and wider.

The school has a number of gardens which are used to teach children about the environment.

The school will review and develop the out of school hours program of opportunities to compliment and extend those offered in curriculum time and will aim to provide a broad range of activities which incorporate the schools environmental ethos. This includes:

- Gardening club
- Eco Committee

Monitoring and Evaluation

Governors

- To ensure the legal framework is followed.
- To implement the Environment Policy through the Head Teacher.

Head Teacher

- To implement the Environment Policy.
- To ensure the policy is followed.
- To liaise with the Governors on the teaching in school.
- To liaise with parents.
- To ensure the policy is reviewed bi annually.
- To disseminate information to staff.
- To respond to individual problems experienced by children, enlisting external agency support if appropriate.

Class Teacher

- To plan and teach the relevant Environment lessons.
- To respond to the individual needs of children, giving relevant support where necessary.

Specialist involvement

Healthy Schools Team/Council energy awareness officer/ Eco schools

- To give support throughout the school, when appropriate.

Pupil involvement

St. Mary's Catholic Primary school has an Eco committee.

- Two pupils from each class is on the committee and these pupils have the opportunity to express their views, make decisions and develop their evaluation skills.
- Pupil voice attend Governor Meetings on behalf of the pupils.
- Selected children are given opportunities to attend events and to take part in additional linked activities within school.
-

Continuing Professional Development

- All members of staff have a responsibility to attend appropriate training courses and disseminate relevant information to the rest of the staff.
- Opportunities to network and share good practice are fostered.

Community

- Parents are informed of Eco issues and events through the school's weekly newsletter and website.
- Parents are informed of any initiatives the school is taking part in with regards to recycling etc. and their help is requested.
- Parents are involved in school environmental actions, such as setting up the Outdoor areas
- Pupils are involved in community environment issues, such as bulb planting in the schools locality.
- The expertise of members of the local community are used when appropriate to support curriculum and non curriculum activities.

Safety

As a school, we understand the importance of keeping pupils and adults safe at all times. This section is firmly interlinked with the schools Health and Safety Policy and relevant procedures are in place to ensure that the school premises are kept a safe place (see Health and Safety policy). It is also interlinked with the schools Child Protection Policy and computer/ internet E safety policies.

When pupils are taken off site for Educational Trips the teacher will produce a risk assessment prior to the visit, which will be checked by a member of SMT, to ensure the safety of pupils and staff during the trip.

The school is committed to taking seriously its part in the education of children about safety in order for them to keep themselves safe at all times. This is with regards to road safety, sun safety and personal safety.

Aims

The aims of St. Mary's Catholic Primary School with regards to safety are:

- To make pupils aware of personal safety issues so that they can make the right choices and keep themselves and others safe.
- To make pupils, staff and parents aware of safety issues regarding internet use.
- To equip pupils with a thorough understanding of road safety and the importance of following road safety rules.
- To equip pupils with a thorough understanding of the importance of sun safety and how to be safe in the sun.
- To ensure safety on the school playgrounds through the use of school buddies.
- To follow the schools procedures for food preparation.
- To ensure consistency throughout the school.
- To recognise and praise good efforts of pupils following safety rules.

Curriculum

Safety issues are taught where appropriate through:

- Food and fitness lessons
- Personal Development and Relationship lessons
- Substance use and misuse lessons
- ICT lessons
- Environment lessons
- Hygiene lessons
- Pastoral care
- Whole school assemblies
- Road safety week
- incidental commands

The school also seeks to work with a range of outside agencies to promote and teach safety issues.

- The Police School Liaison Officer is invited to teach pupils about safety issues.
- Teachers deliver lessons on internet safety to pupils.
- The local firemen attend school.
- School nurse
- Pupils are made aware of weather safety issues through incidental discussions when appropriate and through lessons on sun safety.
- When pupils partake in Educational visits they will be informed of safety issues prior to leaving the school building and updated throughout the trip.

Resources

- E-safety awareness
- Police Liaison Officer lessons

Monitoring and Evaluation

Governors

- To ensure the legal framework is followed.
- To implement the Safety Policy through the Head Teacher.
- To make, and keep up to date, a separate written statement of the school's policy with regard to Safety.
- To make copies of this statement available for inspection by parents of pupils registered at the school and provide a copy free of charge to any parent who requests one.
- To include a summary of the content and organisation of Safety the School Prospectus.

Head Teacher

- To implement the Safety Policy.
- To ensure the policy is followed.
- To liaise with the Governors on the teaching in school.
- To liaise with parents.
- To ensure the policy is reviewed annually.
- To disseminate information to staff.
- To respond to individual problems experienced by children, enlisting external agency support if appropriate.

Class Teacher

- To plan and teach any relevant Safety lessons.

- To respond to the individual needs of children, giving relevant support where necessary.

Specialist involvement

Healthy Schools Team/ Police Officer/ Local Firemen

- To give support throughout the school, when appropriate.

Pupil Involvement

The School Council are involved in matters relating to safety such as road safety and sun safety. Any issues arising are then discussed addressed. School Council then report back their actions through a whole school assembly.

Continued Professional Development

- The PSE coordinator will attend appropriate training courses and feedback to staff members.
- The coordinator will advise staff on suitable resources and share good practice.

Community

- Parents are informed and invited to attend Internet safety workshops delivered by Digital Champions and through newsletters and the school's website.
- Parents are informed of appropriate clothing and footwear their children should attend school in through newsletters and the schools website.
- A members of SMT and a TA are on the school gate at the start and end of every day to encourage good road safety practice from pupils and parents and to assist children travelling home on coaches.
- Parents are informed about road safety issues through relevant literature through parents' letters and parent mail.

Monitoring and Evaluating

- The PSE coordinator will ensure the delivery of safety through lessons in compliance with the policy.
- Progress will be monitored at regular intervals by the PSE coordinator, SMT and governors.
- The PSE coordinator will contribute to the school's self- evaluation process, which is collated by the Head Teacher and SMT.
- Updates on school environment actions will be fed back to staff.

Hygiene (Wrexham Policy)

In schools, where children are in close and frequent physical contact with each other, infectious diseases can spread rapidly. St. Mary's Catholic Primary school 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.

1. Introduction

The content of this policy outlines the pattern of development through learning about hygiene, which boys and girls who attend St. Mary's school will follow. The policy refers to the teaching of health and wellbeing, with regard to pupils in the foundation phase and key stage 2.

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 St. Mary's school 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 St. Mary's to make responsible informed choices. This will not be delivered in isolation and reflect the approach within the Personal and Social Education (PSE) Framework for Wales, which underpins this Policy.

Key Stage		
Foundation Phase	Personal Development <ul style="list-style-type: none">• Children should be given the opportunities to become independent in their personal hygiene needs and to be more aware of personal safety. Well Being <ul style="list-style-type: none">• Children should be given opportunities to develop an understanding that exercise and hygiene and the right types of food and drink are important for healthy bodies.	
	PSE Framework	Design & Technology in the National Curriculum for

		Wales
2	<p>Health and emotional well-being</p> <p><i>Learners should be given opportunities to:</i></p> <ul style="list-style-type: none"> • take increasing responsibility for keeping the mind and body safe and healthy <p><i>And to understand:</i></p> <ul style="list-style-type: none"> • The features and physical and emotional benefits of a healthy lifestyle 	<p>Skills - Food</p> <p><i>Pupils should be given opportunities to:</i></p> <ul style="list-style-type: none"> • Plan and carry out a broad range of practical food preparation tasks safely and hygienically <p>Range – Health & Safety</p> <ul style="list-style-type: none"> • They should be made aware of the impact their own health and safety of certain behaviour e.g. healthy eating.

Largely, education about Hygiene will take place in PSE and Food Technology lessons, 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 St. Mary’s school, 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 Specialist Agencies

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

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.
- a maintenance contract is in place for all water coolers in the school
- 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

**Dependant on the level of support the school buy back from A & ED cleaning section, a full range of expertise and assistance is available.*

5.1 Food and Kitchen hygiene

St. Mary's Catholic Primary school's food preparation areas conform to environmental health and food safety regulations. The school will ensure that all staff responsible for food preparation and handling undertake the Basic Food Hygiene Certificate level 2, and that this is updated as required. 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 will:
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 verbally to all staff and volunteers. 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.

5.2 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 (for girls aged eight and over)
- 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 St. Mary's school will ensure the following toileting good practices are observed: -

<ul style="list-style-type: none">• Only staff members will accompany pupils to the toilets, as required
<ul style="list-style-type: none">• Staff will take into account every child's individual needs and work in partnership with Parents/Carers in toileting matters
<ul style="list-style-type: none">• Any accidents are dealt with swiftly, with minimal fuss, involving a change of clothing for the child
<ul style="list-style-type: none">• 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
<ul style="list-style-type: none">• The use of electric hand dryers will be supervised. Paper towels will be available, and disposed of appropriately when used.
<ul style="list-style-type: none">• Hand washing and all aspects of hygiene are encouraged by all staff

5.3 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:	
<ul style="list-style-type: none"> wear disposable (non latex) gloves and a plastic apron whilst cleaning spills of blood and body fluids 	
<ul style="list-style-type: none"> use disposable paper towels to wipe up the spill and discard in a plastic bag 	<ul style="list-style-type: none"> 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 The school will use disposable mop heads
<ul style="list-style-type: none"> disinfect all surfaces contaminated with body fluids using a disinfectant that will kill both bacteria and viruses 	
<ul style="list-style-type: none"> after removing the spill, clean the area with a freshly prepared solution of detergent and water 	
<ul style="list-style-type: none"> wash hands after removing gloves 	
<ul style="list-style-type: none"> put any waste into a plastic bag for disposal (according to local guidelines) 	
<ul style="list-style-type: none"> follow the manufacturer's instructions when using disinfectants and cleaning products* 	
<ul style="list-style-type: none"> 	
<ul style="list-style-type: none"> ensure disinfectants are stored in a locked cupboard after use 	
<ul style="list-style-type: none"> consider steam cleaning fabric or carpeted areas as soon as possible after contamination 	
Staff will not:	
<ul style="list-style-type: none"> use bleach products on carpets or wooden surfaces, or in confined unventilated areas 	<ul style="list-style-type: none"> use bleach on spills of urine.

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

6. Illness absence

Parents of pupils at St. Mary’s school 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 table below provides guidance on appropriate absence periods for some common infections:

Disease	Absence period
Chickenpox	For 5 days after rash appears
Conjunctivitis	None
Diarrhoea and vomiting	Until 48 hours after the last episode of diarrhoea or vomiting
Hand, foot and mouth disease	None
Hepatitis A	Young children - 7 days after onset of jaundice. There is no need for older children with good hygiene to be absent, provided they are well enough to attend school
Impetigo	Until lesions are crusted or healed
Measles	For 5 days after rash appears
Mumps	For 5 days after onset of swollen glands
Pertussis (whooping cough)	For 5 days after commencing antibiotics
Ringworm	Until treatment is started
Rubella	(German measles) For 5 days after the onset of the rash
Scabies	Until treated
Scarlet fever	For 5 days after commencing antibiotics

Threadworms	None
Tuberculosis	CCDC will advise on necessary action

Please refer to the Health Protection Agency document ‘Guidance on infection control in schools and other childcare settings’ for further 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 Administering Medicines Policy will be followed.

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 overleaf the UK Universal Immunisation Schedule:

2 months old	Diphtheria, tetanus, pertussis, polio and Hib (DTaP / IPV / Hib) Pneumococcal (PCV)	One injection One injection
3 months old	Diphtheria, tetanus, pertussis, polio and Hib (DTaP / IPV / Hib) Meningitis C (Men C)	One injection One injection
4 months old	Diphtheria, tetanus, pertussis, polio and Hib (DTaP/IPV/Hib) Pneumococcal (PCV) Meningitis C (Men C)	One injection One injection One injection
Around 12 months	Hib / meningitis C	One injection
Around 13 months	Measles Mumps and Rubella (MMR) Pneumococcal (PCV)	One injection One injection
3 years and 4 months or	Diphtheria, tetanus, pertussis, polio (DTaP / IPV) or dTaP / IPV Measles Mumps and	One injection One injection

soon after	Rubella (MMR)	
13 - 18 years old	Tetanus, diphtheria, and polio (Td/IPV)	One injection
Girls aged 12 - 13 years	Cervical cancer caused by human papilloma virus types 16 and 18. HPV vaccine	Three doses over six months

Please note children who present with certain risk factors may require additional immunisations.

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.

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 be 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 is 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 St. Mary's school 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
- SMT 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 SMT regularly
- SMT 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
- Progress will be monitored at regular intervals by SMT and governor responsible for Health & Safety: specific issues will be discussed at staff meetings as appropriate

This policy will be reviewed in accordance with the School Development Plan.

References

School toilets: Good practice guidance for schools in Wales (2012)

Teach germs a lesson! Infection Control Guidance for Primary and Secondary Schools (2006)

Guidance on infection control in schools and other childcare settings 'Health Protection Agency' (2011)

BOG Standard Sample School Toilet Policy www.bog-standard.org

Personal and Social Education (PSE) Framework for 7-19 year olds in Wales (2008)

Design and Technology in the National Curriculum for Wales (2008)

WCBC Model Strategic Equality Plan & Equality and Diversity Policy (2012)

A &ED cleaning - Assets and Economical Development

<http://www.bics.org.uk/>

<http://www.hse.gov.uk/coshh/>

Updated: November 2017 S Davies.