



beatrice tate school

Policy status	Non-statutory
Adopted	18 th March 2024
Review date	March 2027

Safeguarding Statement

At Beatrice Tate School we respect and value all children and young people and are committed to providing a caring, friendly and safe environment for all our students so they can learn, in a relaxed and secure atmosphere. We believe every student should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Beatrice Tate School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our learners by protecting them from physical, sexual and emotional abuse, neglect and bullying.

Version Control

Version	Date	Author	Description of change
March 24	18.03.24	WH	New policy

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1. Introduction and aims

At Beatrice Tate School, we recognise the utmost importance of maintaining high standards of hygiene to ensure the well-being and dignity of all students, particularly those requiring personal and intimate care. This policy outlines our commitment to promoting hygiene practices throughout the school community.

At Beatrice Tate School, we are committed to fostering a hygienic and supportive environment where all students feel respected, valued, and able to participate fully in school life. By adhering to the guidelines outlined in this policy, we aim to promote the safety, well-being and dignity of every individual in our care.

2. Objectives

The objectives of this policy are:

- To establish clear procedures for personal and intimate care to ensure consistency and safety.
- To maintain a clean and hygienic environment conducive to learning and well-being.
- To promote independence and dignity among students receiving personal and intimate care.
- To provide appropriate training and support for staff members involved in personal care duties.
- To communicate effectively with parents/guardians regarding their child's personal care needs and preferences.

3. Legislation and guidance

- The **Health and Safety at Work Act 1974** requires employers, including educational institutions, to ensure the health, safety, and welfare of their employees and others who may be affected by their activities. It sets out general duties for maintaining a safe working environment, which includes hygiene considerations.
- UK Health Security Agency guidance **Health protection in children and young people settings, including education (updated 10 October 2023)**:
<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

Specific guidance:

- [What infections are, how they are transmitted and those at higher risk of infection](#)
- [Preventing and controlling infections](#)
- [Supporting immunisation programmes](#)
- [Managing outbreaks and incidents](#)
- [Managing specific infectious diseases: A to Z](#)
- [Specific settings and populations: additional health protection considerations](#)
 - including [Special educational needs, additional support needs and disabilities](#)
- [Children and young people settings: tools and resources](#)

4. Personal and Intimate Care principles

Detailed personal and intimate care procedures can be found in the Intimate Care Policy on the school website. The main principles:

- Personal and intimate care will be provided by trained staff members in a private and dignified manner.
- Individual care plans will be developed for students requiring personal or intimate care, outlining specific needs, preferences, and any medical considerations.
- Staff members will respect the privacy and dignity of students at all times during personal care routines.
- Personal protective equipment (PPE) will be used as necessary to maintain hygiene standards and prevent the spread of infections.

5. Communication and collaboration

Parents/guardians will be consulted and involved in the development of their child's personal care plan, ensuring that individual needs and preferences are understood and respected.

Effective communication channels will be maintained between staff members, parents/guardians, and healthcare professionals to address any concerns or changes in the student's personal care requirements.

Feedback from students, parents/guardians, and staff members will be actively sought and used to continuously improve hygiene practices within the school.

6. Environmental hygiene

The school premises will be regularly cleaned and maintained to ensure a hygienic environment conducive to learning. The school has adopted cleaning and hygiene procedures in accordance with NHS England National Standards of Healthcare Cleanliness 2021.

See <https://www.england.nhs.uk/wp-content/uploads/2021/04/B0271-national-standards-of-healthcare-cleanliness-2021.pdf>

Adequate facilities for personal hygiene, including fully accessible toilets and hand washing stations, will be provided throughout the school.

Waste disposal procedures will be followed rigorously to minimise the risk of contamination and maintain cleanliness.

7. Staff training and support

All staff members involved in personal care duties will receive comprehensive in-house training on hygiene protocols, including infection control measures and safe handling practices.

Regular refresher training sessions will be conducted to ensure that staff members are updated on best practices and any changes in guidelines.

Staff members will be provided with appropriate resources and support to fulfil their responsibilities effectively.

8. General hygiene procedures

- Gloves and aprons should be worn when changing students or cleaning up any blood or body fluid, excretions or secretions.
- All staff should know how to deal appropriately with spillages of blood and fluids.
- It is essential that hands are washed and dried:
 - After using the toilet
 - Before handling any food
 - After handling animals
 - After dealing with any blood or body fluid, excretions or secretions
- Soap and disposable towels are available in all toilet/changing areas and students and staff are actively encouraged to use them.
- Soap and disposable towels are available in classrooms and students and staff are actively encouraged to use them.
- Hand gel may be used offsite or when normal hand washing facilities are not readily accessible.
- It is important to cover any cuts, open lesions or abnormal skin with waterproof plasters. If students are unable to wear plasters, a risk assessment must be carried out.
- Students who are able to carry out their own personal care should be monitored to ensure that hand washing is properly carried out.

9. Specific procedures

9.1 *Changing and Intimate Care*

- Gloves and aprons must be worn during personal or intimate care, and removed and disposed of prior to using equipment or touching surfaces.
- Used gloves and aprons must not be worn outside the toilet, hygiene rooms.
- Used gloves and aprons must be disposed of in a yellow infectious waste bin.
- New gloves and aprons must be used for each student.
- Staff must wash their hands before and after changing each student.
- The changing bed must be wiped with disinfecting surface wipes and dried with bed roll after each student.
- Soiled incontinence pads must be disposed of in a yellow infectious waste bin.
- Soiled/wet clothes must be sent home in soluble (red) laundry bags for this purpose and laundered appropriately.

9.2 *Eating and drinking*

- Students must wash their hands before eating.
- Staff must wash their hands before assisting students eating and drinking.

- Student aprons ('stay-dries') must be machine washed daily. Staff must put all aprons in the 'stay-dry' laundry bin.
- After lunchtime all aprons should be washed and returned to the Social Hub for use the following day.
- Cups, jugs and cutlery in classrooms must be washed thoroughly each day and disinfected weekly.

9.3 Educational Visits

- All staff and students must wash their hands on returning to school after an offsite visit.

9.4 Visiting a farm

- Many infectious diseases may be acquired from animals and it is important that the principles of good hygiene are adhered to.
- Hands should be washed and dried directly after handling or touching any animal.
- Student vaccinations need to be up to date. Check records with the School Nurse.

9.5 Water-based activities

- Students and staff engaged in any outdoor activity involving contact with water in rivers, canals, ponds must ensure that all cuts and scratches are covered with waterproof dressings.
- Hands must be washed thoroughly before eating or drinking.
- Unnecessary splashing must be avoided.
- Students and staff must wash their hands or any other parts of the body that have been in contact with possibly contaminated water e.g. after canoeing

9.6 Equipment maintenance

- Mats, wedges and the large balls must be wiped with disinfectant spray after each use.
- All physiotherapy and occupational therapy equipment must be wiped with disinfectant spray after each use and cleaned weekly.
- Trays must be wiped with disinfectant solution after lunch and at the end of the day.
- Items of class equipment, for example, bricks and mirrors must be washed in soapy water weekly.
- Equipment that has come into contact with a student's saliva must be washed immediately after use.
- Slings should be thoroughly cleaned at least weekly.

9.7 Classroom resources

- Sink areas must be cleaned daily.
- Classroom cups, plates and cutlery must be washed daily.
- Table tops must be cleaned daily.
- Chairs should be cleaned weekly.
- Shelves and fridges must be cleaned every half term.

9.8 Spillage of blood and bodily fluids

- All spillages of blood or bodily fluids including vomit, urine and excreta must be cleaned up as quickly as possible by phoning a member of the Premises Team.

- Other persons must be kept away from the contamination until it is effectively dealt with.
- In the event of floor spillages, ensure that the floor is dried thoroughly to avoid slipping accidents.
- Wash hands thoroughly with soap and water and dry carefully.

9.9 *Contaminated clothing*

- If clothing of either student or staff becomes contaminated with blood or other bodily fluids it must be sent home in soluble (red) laundry bags for this purpose and laundered appropriately.

10. Review and evaluation

This policy will be reviewed by the Headteacher every three years.

At every review, the policy will be approved by the Governing Body.

11. Links to other policies

- Health and Safety Policy
- Premises Policy
- Intimate Care Policy