



# POLICY

## Hand Washing Procedure

SEPTEMBER 2023

Review 2026

**Assunnah Primary School**

**565A High Road | London | N17 6SB**

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School Manager: Mohamed Yusuf

Head Teacher: Hoden Yussuf

Assunnah Primary and Early Years School is committed to **promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.** Our planning through out every term reflects both our School and British Values intertwined.

## Democracy

The school values the pupils' voice so we ask them about their learning, their concerns and their ideas about how we can make things better for them. We do this by using pupil questionnaires and through school council.

Children have many opportunities for their voices to be heard. We have a school council which meets regularly to discuss issues raised in class council meetings. The council has its own budget and is able to genuinely effect change within the school. Two of the council members for each year group are voted for by their class.

Each term the children in Years 1-6 are able to nominate and vote for children whom they believe achieve an "excellence certificate".

Children have an annual questionnaire with which they are able to put forward their views about the school.

- School Council.
- Involving pupils in decision making.
- Taking part in debates.
- Highlighting the development of democratic ideas in history lessons.
- Ensuring all pupils are listened to by adults.
- Inviting speakers to the school.
- Holding mock elections.

## The Rule of Law

The pupils understand the rules and what happens if these rules are broken. At the beginning of each year classes discuss class rules and agree a charter to abide by. During lessons and assemblies' pupils learn about the importance of having rules and how these relate to the British laws. We use a range of resources to promote moral, spiritual, social and cultural awareness among our pupils. Our pupils have a well-developed sense of justice of what is right and what is wrong through the lessons taught both in the National curriculum and Islamic curriculum. By being immersed in the ethos of the school, our pupils learn about their responsibility to be law abiding citizens

The importance of laws, whether they be those that govern the class, the school, or the country, are consistently reinforced throughout regular school days, as well as when dealing with behaviour and through school assemblies. Pupils are taught the value and reasons behind laws, that they govern and protect us, the responsibilities that this involves and the consequences that progress when laws are broken. Visits from authorities such as the Police and Fire Service help reinforce this message.

- Having a clear behaviour policy that is explained to all and where views of pupils have been considered in its formation.
- Organising visits from outside speakers, including the police service/community safety officer to reinforce the message of right and wrong.
- Highlighting the rules of the Church and God in the RE curriculum, for example the Ten Commandments and the Precepts of the Church.

### **Individual Liberty**

Within school, pupils are actively encouraged to make choices, knowing that they are in a safe and supportive environment. Our behaviour policy is built on the principle that pupils are responsible for their own actions and choices and that these will also have consequences. Islam also teaches us in the Quran that each and every individual is responsible for their own actions and he/she will be accountable to Allah (s w) on the Day of Judgement. This helps people to abstain from harming people verbally or physically, lying, and backbiting.

Pupils are encouraged to know, understand and exercise their rights and personal freedoms and advised how to exercise these safely, for example through our ESafety, PSHE and Islamic Tarbiyyah lessons.

- These lessons encourage pupils to be independent in their learning.
- It provides pupils with opportunities for reflection as they take responsibility to discern their vocation

As a school we educate and provide boundaries for young pupils to make choices safely, through provision of a safe environment and empowering education.

### **Mutual Respect and Tolerance**

Assunnah Primary and Early Years School is based on care, mutual respect and good manners. Adults actively model respect with one another - and with the pupils - in how we speak to and treat one another. Through our Tarbiyyah curriculum we promote an awareness of different faiths. Our pupils show tolerance for others and have a yearn to understand cultures and faith that are different from their own. Assunnah and Early Years staff model a tolerant and accepting attitude. We use assemblies to raise and discuss bullying and prejudice and reinforce learning during curriculum times. As

a Rights Respecting School, mutual respect is at the heart of our values. All members of the school community treat each other with respect. Assemblies are regularly planned to address this issue directly or through the inclusion of stories, variety of faiths and cultures. Our pupils are naturally growing up with respect their neighbours, help elderly and live in a harmony in multi-cultural society.

At Assunnah and Early Years School we will actively challenge pupils, staff or parents expressing opinions contrary to fundamental British Values, including 'extremist' views.

- Constantly promoting respect for others, recognising that it is central to relationships.
- Reinforcing the value of everyone's opinions in class debates and discussions.
- Having an effective anti-bullying policy.
- Emphasising in RE and other lessons that every person is unique and "created in the image of God".
- Having educational links with other schools.
- Remembrance activities.

### **Children:**

We are polite and respectful. We remember to say please and thank you. We respect our property and help friends and peers to clean up. We respect our grown-ups.

We are learning to listen.

We wait for our friends to finish speaking before we speak.

We do not shout out in class.

- Supporting charitable works.

We learn about the world

We partake in History of the Parliament & multicultural days and Black History Month activities of our community and wider world.

We take turns and

- During conversatio
- When we are readi
- Standing in a queue
- During games with
- While playing with  
and resources whil

We learn about Britain and its different cultures.

We learn about the Monarchy and its history.

We learn about democracy and the Parliament.

**Headteacher: Hodan Yussuf**

**Chair of Governors: Adnan Hassan**

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**School Manager: Mohamed Yusuf Head**

**Teacher: Hoden Yussuf**

### **Purpose of Policy**

Assunnah Early Years is committed to maintaining the health and hygiene of the children and the staff team. It is important that the children / staff's hands are washed properly and at appropriate

times during the day. Staff to instil the understanding for the hand washing, e.g. to remove germs after playing outside or eating.

### **Who is Responsible**

It is the responsibility of the staff team to ensure the children understand the importance of hand hygiene and the reasons we wash hands. It is also the staff responsibility to ensure they lead by example washing hands regularly alongside the children.

### **Procedure to be carried out**

#### **2-3's / 2-4's rooms**

- Children go in small groups of 3 to the bathroom
- Staff member open the bathroom door for the children who move to a sink
- Children use warm running water to wet hands
- Staff member distributes soap to each child in turn
- Soap then removed to adult sink
- Children rub hands together to distribute soap all over hands
- Staff member monitor to ensure children's hands are being thoroughly cleaned
- Children to remove soap under warm running water until all soap removed
- Children use disposable paper towels to thoroughly dry all water from hands and wrists
- Paper towel is then disposed of in the rubbish bin - staff member ensure that the bin is not touched
- When all children finished count children before leaving
- Staff member opens door to leave bathroom and enter play room
- Children sit at table for meal
- Following meal children are given a face cloth and encouraged to wash their faces When children have finished eating they wash hands in bathroom following the above procedure
- Staff members to ensure hands and faces are clean and free of food debris
- When clean children leave table to a stimulating activity following the meal
- Face cloth removed to washing box and then machine

#### **3-5's rooms**

- Children go in small groups of 4 to the bathroom
- Staff member open the bathroom door for the children who move to a sink
- Children use warm running water to wet hands
- Staff member distributes soap to each child in turn
- Soap then removed to adult sink
- Children rub hands together to distribute soap all over hands
- Staff member monitor to ensure children's hands are being thoroughly cleaned
- Children to remove soap under warm running water until all soap removed
- Children use disposable paper towels to thoroughly dry all water from hands and wrists
- Paper towel is then disposed of in the rubbish bin - staff member ensure that the bin is not touched
- When all children finished count children before leaving
- Staff member opens door to leave bathroom and enter play room
- Children sit at table for meal
- Following meal children are given a face cloth and encouraged to wash their faces if required
- Staff members to ensure hands and faces are clean and free of food debris
- When clean children leave table to a stimulating activity following the meal
- Staff take the children to wash hands and clean teeth following the lunch

- Hand washing is carried out following the above procedure, tooth brushing is carried out following the tooth brushing procedure
- Face cloth removed to washing box and then machine [Returning from the garden](#) 2-3's / 2-4's rooms
- Children return to the room from the garden or a walk
- Children place hands under tap warm water to wet hands
- Staff member helps squeeze soap onto hands
- Child encouraged to rub hands together to distribute soap - staff member helps child to ensure soap covers hands fully
- Child holds hands under tap to remove all soap from hands
- Staff member checks and helps remove all soap from hands
- Hands are dried thoroughly using a disposable paper towel - this is then disposed of in the bucket
- Child is offered a stimulating activity

### 3-5's room

- Children return to the room from the garden or a walk
- Children place hands under tap warm water to wet hands
- Staff member helps squeeze soap onto hands
- Child encouraged to rub hands together to distribute soap - staff member helps child to ensure soap covers hands fully
- Child holds hands under tap to remove all soap from hands
- Staff member checks and helps remove all soap from hands
- Hands are dried thoroughly using a disposable paper towel - this is then disposed of in the bucket
- Child is offered a stimulating activity

### [Following using the toilet](#)

#### 2-3's / 2-4's rooms

- Small group of 2/3 children taken at any one time to the bathroom
- The toileting policy is followed for the children
- Child places hands under tap warm water to wet hands
- Staff member helps squeeze soap onto hands
- Child encouraged to rub hands together to distribute soap - staff member helps child to ensure soap covers hands fully
- Child holds hands under tap to remove all soap from hands
- Staff member checks and helps remove all soap from hands
- Hands are dried thoroughly using a disposable paper towel - this is then disposed of in the bucket
- Children wait for their friends without touching the walls or bucket
- Staff member washes their own hands thoroughly
- Staff member returns the child to the room opening doors for them

#### 3-5's rooms

- Small group of 4 children taken at any one time to the bathroom
- The toileting policy is followed for the children
- Child places hands under tap warm water to wet hands
- Staff member helps squeeze soap onto hands
- Child encouraged to rub hands together to distribute soap - staff member helps child to ensure soap covers hands fully

- Child holds hands under tap to remove all soap from hands
- Staff member checks and helps remove all soap from hands
- Hands are dried thoroughly using a disposable paper towel - this is then disposed of in the bucket
- Children wait for their friends without touching the walls or bucket
- Staff member washes their own hands thoroughly
- Staff member returns the child to the room opening doors for them

### Following art and craft or messy activities 2-3's /

#### **2-4's rooms**

- The child finishes an activity and moves to the sink
- Child places hands under tap warm water to wet hands
- Staff member helps squeeze soap onto hands
- Child encouraged to rub hands together to distribute soap - staff member helps child to ensure soap covers hands fully
- Child holds hands under tap to remove all soap from hands
- Staff member checks and helps remove all soap from hands
- Hands are dried thoroughly using a disposable paper towel - this is then disposed of in the bucket
- Any clothing that is soiled will be changed - clothing will be put into a nappy sack, labelled and placed in the child's bag

#### **3-5's rooms**

- The child finishes an activity and moves to the sink
- Child places hands under tap warm water to wet hands
- Staff member helps squeeze soap onto hands
- Child encouraged to rub hands together to distribute soap - staff member helps child to ensure soap covers hands fully
- Child holds hands under tap to remove all soap from hands
- Staff member checks and helps remove all soap from hands
- Hands are dried thoroughly using a disposable paper towel - this is then disposed of in the bucket
- Any clothing that is soiled will be changed - clothing will be put into a nappy sack, labelled and placed in the child's bag

### Following blowing a child's nose

- Staff member disposes of the tissue in the bucket
- Staff member wets hands under hot tap
- Applies a small amount of soap and rubs in thoroughly - both sides of hands, between fingers and around both thumbs
- Soap is removed in hot running water
- Hands are thoroughly dried using a disposable paper towel
- Towel is disposed of in the bin