

Wootton St Peter's CE Primary School



Personal care policy

Date Adopted by Governing Body: February 2023

Date to be Reviewed: February 2024

Signed Chair of Governors

A handwritten signature in black ink, appearing to read 'J Elliott', on a light brown rectangular background.

Josephine Elliott

Signed Headteacher

A handwritten signature in black ink, appearing to read 'Charles Pitt', on a light brown rectangular background.

Charles Pitt

Personal Care policy

Aims

- To meet the individual needs of all our children and promote their welfare and emotional well-being.
- To recognise and assist children with intimate care where needed
- To ensure that the children are treated with courtesy, dignity, and respect at all times.

What is Personal Care?

Personal care can be defined as any care which involves washing, touching, carrying out an agreed procedure to personal areas in order to care for another person. This may be due to their young age, physical difficulties, medical needs or special educational needs. Examples include continence and menstrual management as well as washing, toileting or dressing.

Personal care tasks are associated with bodily functions, body products and personal hygiene that demands direct or indirect contact with, or exposure of the genitals.

It also includes supervision of children and young people involved in personal selfcare.

Where a child has personal care needs, a designated qualified member of staff takes responsibility to provide their care.

We address issues on an individual basis. Due to the developmental stages of the children that we work with, we support them with their personal care. This might include the following:

- Reminding the children to go to the toilet
- Supporting with personal hygiene, this may include supporting them to wipe themselves clean, undressing or redressing before and after toileting or changing clothes if they are wet or soiled
- Flushing toilets and washing hands.

This support is to ensure they are clean and well looked after in school and to support their understanding of self-care routines as well as developing their independence. As outlined in the Early Years Foundation Stage (EYFS), September 2021; we are responsible for children's personal care skills, as an essential part of Personal Development. We always support children sensitively and with dignity in this matter

During registration and your child's visit their key person will advise you of the procedures at Wootton St Peter's CE Primary School and what your child needs to have with them each day e.g. spare clothes or wipes in order for us to be able to look after them to the highest standard possible while in our care.

Staff Training

- All staff are knowledgeable about intimate care/personal care and receive training supporting children with intimate care from a lead practitioner in the setting when they start new to the school
- All staff are made aware of their responsibilities, relevant policies and procedures in place (including adhering to Child Protection and Safeguarding, Health and Safety and Confidentiality)
- There is a designated employed adult who is trained; DBS (Disclosure, Barring Scheme) checked and has received training for very specific intimate care procedures where relevant

- During their induction period staff are supervised and supported when carrying out and supporting children with self and intimate care
- Only staff members who have provided satisfactory references and have a clear DBS check can carry out such self-care routines
- Key Persons/ Class teachers follow each child's care plan in agreement with parent/carers and they always undertake their duties in a professional manner
- They are fully aware of best practice including hygiene.

Intimate care/personal care plan

All application forms for children that attend Wootton St Peter's, have an area that parents need to complete to indicate the level of intimate care their child may need at school.

If a child requires regular assistance with intimate care, staff meet with the parents to discuss the child's needs and devise an agreed intimate / personal care plan. Relevant health care professionals may be involved if needed.

We monitor and review the plan on a regular basis and access any further training as and when it is required.

Our Practice

The designated practitioner who provides the care (in most cases: the child's key person/ class teacher) forms a strong, trusting relationship with the child. They ensure that it is a positive experience that is safe and comfortable for all.

Whilst the child is having their needs met, it is treated as a time to interact and promote their personal, social, and emotional development and self-care

Each child, age and developmentally appropriately, is encouraged to undertake as much of the procedure for themselves as possible, including washing hands, dressing/undressing, personal hygiene, and toileting.

The children's toilet areas and changing facilities/areas are used to attend to children's needs and every effort is made to ensure privacy and modesty.

Staff should always change children when there is a colleague in view, allow our children's changing areas allow privacy, but are not closed off. This is part of making sure we have a culture of open-ness which safeguards children and ensures all adults follow safe working practices.

It is essential that if any member of staff has a concern about safe and appropriate changing or any other are of intimate care that they raise their concern immediately, follow the whistle blowing and child protection policies. A copy of both these can be found in the staff room or on our website.

Cleaning children who have soiled themselves

- Children's skin is cleaned with disposable wipes, water, which ever has been specified by the parent in the care plan
- Specific wipes are provided by parent/carers if needed
- When the child is clean, further cream may be applied if this is a requirement in their plan
- Clean underwear and clothes (where necessary) will be fitted on the child
- The child will be re-dressed or supported to do this

Hygiene when carrying out intimate care

Every time children who have soiled themselves are cleaned all adults will:

- Wear a clean disposable apron
- Wear clean gloves
- Wash their hands before and after carrying out intimate care
- Wipe down all surfaces used for changing soiled clothes with an anti-bacterial wipe
- Dispose of gloves, aprons, and wipes hygienically and safely and immediately in the bins provided in the setting

Safe disposal of aprons and gloves

We have good hygiene practices in place when disposing of waste to prevent infection. We follow stringent procedures which are included in all staff inductions to ensure the safe disposal of waste, see below.

Good hygiene practices are promoted through:

- Routine
- Practice
- Thorough staff induction
- Staff peer monitoring

Working with parents

We work closely with parents/carers forming partnerships to identify and ensure we meet each child's needs, reviewing these regularly through the key person system in place at the setting or with their class teacher.

Cultural and religious values are respected when planning and we seek to engage in regular communication with parents and monitor and review the child's plan together.

We ask families to have potty trained their children before they start attending the Nursery or Reception class. However, there may be occasions where a child is not fully potty trained and school will happily work with families to support the child to be a confident in the use of the toilet

Communicating with parents

Staff will share information about your child's day school including any issues around self-care that have arisen at the end of the day in the following ways:.

- Verbal feedback at pick up, always carried out respectfully, out of ear shot of other parents and children
- Phone call home

There may be occasions when we contact you before home time to discuss a child's intimate care needs, should their needs be out of the ordinary, such as becoming unwell at school with diarrhoea in which case they will be sent home.

Working with outside agencies

We work closely with outside agencies to utilise their knowledge and expertise where necessary. Our SENCO coordinates this approach in consultation with management as well as parent/carers and the child's key person/ class teacher.

Another agency will never be involved without your consent unless there the school has serious safeguarding concerns around your child and felt that the child may be in immediate danger should the parent/carer be informed of a referral to children's social care.

The school have a duty of care to all children and will always act with the children's best interests at the heart of all decision making.

This policy has been written in accordance with the Equality Act 2010 and in conjunction with the Wootton St Peter's CE Primary School Health and Safety policy, Safeguarding / child protection procedures and staff inductions. This policy will be reviewed annually or when a change in practice or legislation requires.

Appendix 1
Personal Care and Toileting Parental Consent Form
(Form to be completed by Class Teacher/Manager/Key Person/SENCO)

Name of child:

DOB:

School:

Name of staff member who will carry out the tasks:

Signature:

(All staff need to be fully aware of toileting/personal care plan and school policies)

Advice/Information re: care/procedures required and how often during the school day:

Where will the tasks be carried out and what equipment/resources will be required to safely carry out the procedures:

Infection Control and Disposal procedures in place:

Actions that will be taken if any concerns arise:

Parent's responsibility to provide:

Any School-Home agreement, care/management plan, risk assessment, or communication via school - home diary required:

Other professionals involved in care/advisory role:

(School Nurse, CBABS, CCN, Health Visitor, Specialist Nurse, OT/Physio, SEND support.

Additional Information:

(Delete as appropriate)

I/We have read the Personal Care/Toileting Policy provided by the educational setting that my child attends. I/We give permission for the named member(s) of staff to attend to the care needs of my/our child and agree with the procedures proposed.

Name of Parent/Carer.....

Signature:

Date

Appendix 2

Toileting and Personal Care Log

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