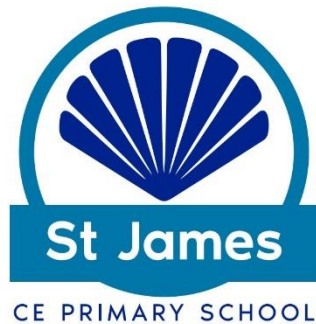


# St James CE Primary School



## Personal Care Policy

**Last reviewed: May 2023**

**Review period:** 12 Months  
**Owner:** Headteacher  
**Category:** Public

**Next review:** May 2024  
**Approver:** Board  
**Type:** Local

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## In this document:

'parent' means parent, carer or other legal guardian.

### 1. Overview

Our school is a member of the Vale Academy Trust ("the Trust") and this policy is underpinned by the principles outlined in the Early Years Foundation Stage Statutory Framework (2021). This emphasizes the importance of 'equality of opportunity and anti-discriminatory practice, ensuring that every child is included and supported.'(p.5)

Personal care refers to any care which involves washing, touching or carrying out an agreed procedure to personal areas in order to care for another person.

The following four guiding principles are endorsed in the framework:

- Every child is a unique child, who is continually learning to be resilient, capable, confident and self-assured.
- Children learn to be strong and independent through building positive relationships.
- Children learn and develop well in enabling environments with teaching and support from adults, who respond to their individual interests and needs and help them to build their learning over time. Children benefit from a strong partnership between practitioners and parents.
- The importance of learning and development. Children develop and learn at different rates.

This policy relates to 2, 3, 4 and 5 year olds in our school, including those in reception classes. It may also apply to those who are working with older children in our Trust schools who continue to require support with personal care, including those with a disability or Special Educational Needs.

Practice in this area is informed by several nationally and internationally approved documents.

The convention on the **Rights of the Child** states that all children are entitled to:

- Privacy (article 16)
- Good quality health care (article 24)
- Those who have any kind of disability have the right to special care and support so that they can live full and independent lives (article 23)

**The Equality Act of 2010** states that:

- Pupils must not be discriminated against by not making reasonable adjustments or refusing to admit.
- Schools must not victimise a pupil by not affording the pupil access to a benefit, facility or service, or treat them less favourably than other pupils.

Education providers have an obligation to meet the needs of those children with delayed self-care in the same way as they would meet the individual needs of a child with any other area of delay.

Asking parents to come and change their child could be challenged as being in direct contravention of the Equality Act.

## 2. Aims

This policy aims to ensure that:

- Personal care is carried out correctly by staff, in line with any agreed plans.
- The dignity, rights and wellbeing of children are safeguarded.
- Children with personal care difficulties are not discriminated against, in line with the Equalities Act 2010.
- Parents are assured that staff are knowledgeable about personal care and that the needs of their children are taken into account.
- Staff carrying out personal care work do so within guidelines (i.e. health and safety, manual handling, safeguarding protocols awareness) that protect themselves and the children involved.

## 3. Legislation and statutory guidance

This policy complies with [statutory safeguarding guidance](#) KCSIE 2022. It also complies with our funding agreement and articles of association and with Oxfordshire County Council (OCC) Personal Care Guidance, which can be accessed on the [OCC website](#).

This policy is in line with all the above legislation and guidance.

## 4. Roles and responsibilities

### 4.1 Children will be entitled to...

- Be included in the school, whether toilet trained or not.
- Be consulted about their personal care needs.
- Have their individual needs respected and met by people they know and trust (e.g. Teacher, Key Person).
- Have their indications of needing a nappy change acknowledged and responded to as quickly as possible.
- Be positively supported in developing their self-care skills as appropriate to their age/developmental stage.

### 4.2 Parents will be entitled to...

- Have a say in how their child's needs are met and have their own culture respected.
- Have information available to them as to how their child's needs will be met.
- Support in managing their child's individual toileting needs.
- Awareness of the approaches to nappy changing and toilet training across school and home.
- Consistency of expectation and approach to nappy changing and toilet training across school and home.

#### 4.2.1 Seeking parental permission

- For children who need routine or occasional personal care (e.g. for toileting or toileting accidents), parents will be asked to sign a consent form (Appendix 2).
- For children whose needs are more complex or who need particular support outside of what is covered in the permission form (if used), a Personal Care Plan will be created in discussion with parents (see Appendix 1).

- Where there is no Personal Care Plan or parental consent for routine care in place, parental permission will be sought before performing any personal care procedure.
- If the school is unable to contact parents and a personal care procedure urgently needs to be carried out, the procedure will be carried out to ensure the child is comfortable and the school will inform parents as soon as possible.

#### **4.4.2 Creating a Personal Care Plan**

- Where a Personal Care Plan is required, it will be agreed in discussion between the school, parents, the child (when possible) and any relevant health professionals.
- The school will work with parents and take account of their preferences to make the process of personal care as comfortable as possible, dealing with needs sensitively and appropriately.
- Subject to their age and understanding, the preferences of the child will also be taken into account. If there is doubt whether the child is able to make an informed choice, their parents will be consulted.
- The Plan will be reviewed and updated as necessary, taking into account changes to a child's needs.
- See Appendix 1 for a blank template Personal Care Plan.

#### **4.2.3 Sharing information**

The school will share information with parents as needed to ensure a consistent approach. It will expect parents to also share relevant information regarding any intimate matters as needed.

### **4.3 Staff should expect to...**

- Manage all children's individual personal care needs, taking account of all the above.
- Have systems in place for gaining and sharing information so that parents can jointly plan for individual children's needs.
- Ensure that children's personal care needs are included in relevant policies, procedures and individual child documents so that they meet statutory requirements.
- Engage with appropriate specialist support where a need has been identified.
- Encourage children's independence in their self-care development.
- Recognise and respond to the development needs of their colleagues.
- Ensure that resources are inclusive and provide an environment which is safe and respectful of children's self-care needs.
- All staff at the school who carry out personal care will have been subject to an enhanced Disclosure and Barring Service (DBS) with a barred list check before appointment, as well as other checks on their employment history.

#### **4.3.1 Staff will receive:**

- Training in the specific types of personal care they undertake.
- Regular safeguarding training.
- If necessary, manual handling training that enables them to remain safe.
- Training regarding:
  - The control measures set out in risk assessments carried out by the school

- Hygiene and health and safety procedures, including those related to COVID-19
- They will also be encouraged to seek further advice as needed

## 5. Personal care procedures

### The Unique Child:

- Following any toileting problems, children will be asked how they would like to be changed (for instance, older children may prefer to stand up).
- Children's independence skills with personal hygiene and self-care will be encouraged and taught in an age/stage appropriate way.
- Staff will be offered additional support and guidance to meet the individual needs of children who may have physical and or medical difficulties.

### Positive Relationships:

- A member of staff who knows the child well will attend to his/her personal care needs (e.g. teaching assistant/class teacher).
- Prior to any child starting at St James CE Primary School parents are asked to complete an information questionnaire on their child, including any toileting/personal care needs they may have. This includes any medical needs, outside agency involvement, e.g. Health Visitor, Bowel and Bladder Service. In addition, our school operates an 'open door' policy whereby staff are committed to ensuring any concerns around a child's needs are listened to and acted upon in an appropriate manner. In some circumstances, it may be appropriate to implement a Personal Care Plan.
- Prior to starting at St James CE Primary School, parents are asked to provide permission for their child to be changed, cleaned and supported in personal care.
- Staff will work with parents and other professionals where appropriate to ensure that there is toilet training consistency across home and school.

### Enabling Environments

- The closest changing area will be used, to help ensure that the child's privacy and dignity are maintained.
- Nappy changing routines will, whenever possible, be accommodated to the individual requirements of each child.
- Staff will have access to appropriate health and safety training to support their own wellbeing and safety, such as manual handling.
- Staff induction procedures will be in place to ensure staff are confident and consistent in their practice.

## 6. Safeguarding

- If a member of staff carrying out personal care has concerns about physical changes in a child's appearance (e.g. marks, bruises, soreness), they will report this using the school's safeguarding procedures.
- If a child is hurt accidentally or there is an issue when carrying out the procedure, the staff member will report the incident immediately to the Designated Safeguarding Lead.

- If a child makes an allegation against a member of staff, the responsibility for personal care of that child will be given to another member of staff as quickly as possible and the allegation will be investigated according to the school's safeguarding procedures.

## **7. Monitoring arrangements**

This policy will be reviewed by the Trust's Early Years Leads annually and will be approved by the Board of Directors. The Local Governing Body (LGB) will have oversight of the implementation and effectiveness of this policy.

## **8. Links with other policies**

This policy links to the following policies and procedures:

- Accessibility plan
- Child protection and safeguarding
- COVID-19
- Health and safety
- SEND Policy
- Supporting pupils with medical conditions

## Appendix 1: Personal Care Plan

PARENT/CARER	
Name of child.	
Type of personal care needed.	
How often care will be given.	
What training staff will be given.	
Is your child being supported by any outside agencies? e.g. Health Visitor, Bowel and Bladder Service. If so, please provide brief details.	
Where care will take place.	
What resources and equipment will be used, and who will provide them.	
How procedures will differ if taking place during a trip or outing.	
Name of senior member of staff responsible for ensuring care is carried out according to the personal care plan.	
Name of parent/carer.	
Relationship to child.	
Signature of parent/carer.	
Date.	
CHILD	
Discussed with child by (member of staff).	
Date.	

This plan will be reviewed and updated as necessary.

Review date:

To be reviewed by:



## Appendix 2: Parent/Carer Consent Form

PERMISSION FOR SCHOOL TO PROVIDE PERSONAL CARE	
Name of child.	
Date of birth.	
Name of parent/carers.	
Address.	
Is your child being supported by any outside agencies (e.g. Health Visitor, Bowel and Bladder Service)? If so, please provide brief details.	
I give permission for the school to provide appropriate personal care to my child (e.g. changing soiled clothing, washing and toileting).	<input type="checkbox"/>
I will advise the school of anything that may affect my child's personal care (e.g. if medication changes or if my child has an infection).	<input type="checkbox"/>
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns.	<input type="checkbox"/>
<p>I <b>do not</b> give consent for my child to be given personal care (e.g. to be washed and changed if s/he has a toileting accident).</p> <p>Instead, the school will contact me or my emergency contact and I will arrange for my child to be given personal care (e.g. be washed and changed).</p> <p>I understand that if the school cannot reach me or my emergency contact and my child needs urgent personal care, staff will provide this following the school's personal care policy in order to make her/him comfortable and remove barriers to learning.</p>	<input type="checkbox"/>
Parent/carers signature.	
Name of parent/carers.	
Relationship to child.	
Date.	

**Appendix 3: Personal Care Record**

<b>PERSONAL CARE RECORD</b>				
<b>Name of Child:</b>				
<b>Date</b>	<b>Time</b>	<b>Type of care carried out (toileting, nappy change, other personal care task)</b>	<b>Carried out by</b>	<b>Signature</b>