



Anderton Primary School



Personal Care Policy

Policy Statement

Anderton Primary School is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. We recognise the need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain. The child's welfare and dignity are of paramount importance. Every child's right to privacy will be respected.

Rationale

The purpose of these procedures is to set out guidelines that safeguard children and staff by providing a consistent approach. Staff providing Personal Care must be aware of the need to adhere to good Child Protection practice in order to minimise the risks for both children and staff.

Aims

The aims of the policy and procedures are:

- To safeguard the dignity, rights and wellbeing of children.
- To ensure that children are treated consistently when they experience personal care.
- To provide guidance and reassurance to staff.
- To ensure that parents are involved in planning the intimate care of their child and are confident that their concerns and the individual needs of their child are taken into account
- To reassure parents that staff are knowledgeable about intimate care.

Definition of Personal Care

Personal care involves helping children with aspects of personal care which they are not able to undertake for themselves, either because of their age and maturity or because of developmental delay or disability.

Responsibilities

Management responsibilities:

- To ensure permission has been sought from parents for staff to support their child's personal care routines. This permission can be verbal.



Anderton Primary School



Personal Care Policy

Policy Statement

- To ensure all staff and volunteers have clearance by the Criminal Record Bureau before engaging in any personal care routines.
- To provide facilities appropriate to the children's age and individual needs.
- To provide appropriate guidance, training, supervision and reassurance to staff to ensure safe practice.
- To ensure that staff will receive ongoing training in good working practices which comply with health and safety regulations, hygiene procedures, first aid and child protection procedures.
- To keep a record of training undertaken by staff and to ensure that refresher training is provided where required.
- To provide an Induction programme for all new staff and to ensure that they are made fully aware of the Personal Care procedures for the children they are supporting.
- To ensure all mobile phones are locked away and no unauthorised recording equipment is in use, as per our Child Protection policy.

Staff Responsibilities:

- Staff must be familiar with Intimate Care procedures.
- Staff must adhere to the personal care policy and procedures
- Staff must report any concerns to the senior Leadership Team via CPOMs
- Key persons will liaise with parents/carers to establish specific care routines for each child.

Personal Care Procedures

- Wherever possible, children's personal care should be attended to by their key person/support assistant.
- Staff must inform a colleague/the class teacher when leaving the room to support personal care routines.
- Children must be changed in the designated changing area; however children's wishes must be respected. In this school the designated area is the disabled bathroom adjacent to the boys' cloakroom.



Anderton Primary School



Personal Care Policy

Policy Statement

- Protective gloves and aprons must be worn when supporting personal care routines.
- Allow children to care for themselves as far as possible and encourage them to carry out aspects of intimate care to promote independence.
- Staff to communicate with children at all times during personal care procedures, ensuring the child is consulted about routines and kept informed at all times.
- Staff must respect the wishes of children, with regard to dignity, privacy, choice and safety.
- Two staff members must be present at all times
- Staff must show awareness of and be responsive to the child's reactions, their verbal and non-verbal communication.
- Staff to use the opportunities during intimate personal care to teach children and young people about the value of their own bodies, to develop their personal safety skills and to enhance their self-esteem.
- Wherever possible, ensure lower regions are covered before removing garments from upper body.
- Soiled garments must be securely wrapped in a plastic bag and tied to prevent risk of suffocation.
- The changing mat must be cleaned with an antibacterial wipe after each use.
- Soiled nappies, wipes, gloves and aprons should be placed in a sealed plastic bag and disposed of in the lidded bin situated in the disabled bathroom.
- As staff to engage in hand-washing procedures after all personal care routines, children must be encouraged to do the same, creating an ideal opportunity to discuss the importance of hygiene.
- Staff to record all Personal Care interactions on the relevant sheets situated on the windowsill in the disabled bathroom.

J Dervish (PSHE lead)
December 2022

L Culshaw (PSHE School Governor)
December 2022



Anderton Primary School

Personal Care Policy

Policy Statement



To be reviewed – April 2023