



PERSONAL CARE POLICY

ABSTRACT

This policy lays out the school's approach to personal care, and the systems put in place to safeguard pupils

APPROVED	Chair / Headteacher
POLICY DATE	September 2023
REVIEW	September 2025

Aims

This policy aims to ensure that:

- Personal care is carried out properly by staff, in line with any agreed plans
- The dignity, rights and wellbeing of children are safeguarded
- Pupils 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 pupils involved

Personal care refers to any care which involves toileting, washing, changing, touching or carrying out an invasive procedure to children's personal intimate areas.

2. Legislation and statutory guidance

This policy complies with statutory safeguarding guidance.

3. Role of parents

3.1 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.

For children whose needs are more complex or who need particular support outside of what's covered in the permission form (if used), an personal care plan will be created in discussion with parents (see section 3.2 below).

Where there isn't a 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 get in touch with 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 afterwards.

3.2 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 their preferences on board 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's doubt whether the child is able to make an informed choice, their parents will be consulted.

The plan will be reviewed twice a year, even if no changes are necessary, and updated regularly, as well as whenever there are changes to a pupil's needs.

See appendix 1 for a blank template plan to see what this will cover.

3.3 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 personal matters as needed.

4. Role of staff

4.1 Which staff will be responsible

Any roles who may carry out personal care will have this set out in their job description. This includes nursery nurses, Early Years staff or qualified first aiders.

No other staff members can be required to provide personal care.

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.

4.2 How staff will be trained

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 and for the pupil to have as much participation as is possible

They will be familiar with:

- The control measures set out in risk assessments carried out by the school
- Hygiene and health and safety procedures

They will also be encouraged to seek further advice as needed.

5. Personal care procedures

5.1 How procedures will happen

Two members of staff will be present and due care will be given to ensure the safety, emotional wellbeing and dignity of the child.

Procedures will be carried out in Early Years toilet area or main lobby bathroom (where there is a shower).

When carrying out procedures, the school will provide staff with:

- Protective gloves
- Aprons
- Masks
- Cleaning supplies
- Changing mats
- Bins.

For pupils needing routine personal care, the school expects parents to provide, when necessary, a good stock (at least a week's worth in advance) of necessary resources, such as nappies, underwear and/or a spare set of clothing.

Any soiled clothing will be contained securely, clearly labelled, and discreetly returned to parents at the end of the day.

5.2 Concerns about 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 headteacher and inform the parent.

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.

6. Monitoring arrangements

This policy will be reviewed by Ms James (SENCo) annually. At every review, the policy will be approved by the governing board.

7. Links with other policies

This policy links to the following policies and procedures:

- Accessibility plan
- Child protection and safeguarding
- Health and safety
- SEN
- Medical/First Aid Policy

Appendix 1: personal care plan

PARENTS/CARERS	
Name of child	
Type of personal care needed	
How often care will be given	
What training staff will be given	
Where care will take place	
What resources and equipment will be used, and who will provide them	
How procedures will differ if taking place on 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 or carer	
Relationship to child	
Signature of parent or carer	
Date	
CHILD	
How many members of staff would you like to help?	
Do you mind having a chat when you are being changed or washed?	
Signature of child	
Date	

This plan will be reviewed twice a year.

Next 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/carer	
Address	
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 do not give consent for my child to be given personal care (e.g. to be washed and changed if they have a toileting accident).</p> <p>Instead, the school will contact me or my emergency contact and I will organise 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 if my child needs urgent personal care, staff will need to provide this for my child, following the school's personal care policy, to make them comfortable and remove barriers to learning.</p>	<input type="checkbox"/>
Parent/carer signature	
Name of parent/carer	
Relationship to child	
Date	

Appendix 3

Personal Intimate Care Log

Date:	
Time:	
Location	
Pupil Name:	
Class:	
Reason for Intimate Care:	
Details of assistance given:	
Child wellbeing:	
Names of staff present:	
Liaison with parents/methods of communication:	