

Colmers Farm Primary School

Policy for Personal Care



Links to Rights Respecting:

A2: The convention applies to every child whatever their ethnicity, gender, religion, abilities, whatever they think or say, no matter what type of family they come from.

A23: A child with a disability has the right to live a full and decent life in conditions that promote dignity, independence and an active role in the community

A27

A child has the right to food, clothing, a safe place to live and to have your basic needs met.



Policy for Inclusion

Colmers Farm Primary School

Personal Care Policy

1. Definition

Personal care can be defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves, but some children are unable to do because of their young age, physical difficulties or other special needs. Examples include care associated with continence, first aid and menstrual management as well as more ordinary tasks such as help with washing, toileting or dressing. In school this may occur on a regular basis or during a one-off incident.

2. Key Principles

- A child will not be excluded from participating in our school who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent.
- We will work with parents and other professionals towards independent toilet training unless there are medical or other developmental reasons why this may not be appropriate at the time.

We recognise that there is a need to treat all children, whatever their age, gender, disability, religion, ethnicity or sexual orientation with respect and dignity when personal care is given. The child's welfare is of paramount importance and his/her experience of intimate and personal care should be a positive one. It is essential that every pupil is treated as an individual and that care is given gently and sensitively: no pupil should be attended to in a way that causes distress or pain.

Our fundamental principles are:

- Every child has the right to be safe.
- Every child has the right to personal privacy.
- Every child has the right to be valued as an individual.
- Every child has the right to be treated with dignity and respect.
- Every child has the right to be involved and consulted in their own personal care to the best of their abilities.
- Every child has the right to express their views on their own personal care and to have such views taken into account.
- Every child has the right to have levels of personal care that are as consistent as possible.

3. Practice

- a) Children who require regular assistance with personal care must have a Personal Care Plan. This will be written with parents (and the child where appropriate) and agreed by staff, parents/carers and any other professionals actively involved, such as school nurses or physiotherapists.
- b) Parents have the responsibility to advise school of any known personal care needs relating to their child. Where relevant, it is good practice to agree with the child and parents/carers appropriate terminology for private parts of the body and functions and this should be noted in the plan. It will always be preferable to use anatomically correct names for body parts.
- c) In the case of a special procedure, such as catheterisation, only trained staff members should undertake the procedure.
- d) The child's family will provide all the necessary resources to support personal care.
- e) Where a care plan is not in place, parents/carers will be informed the same day if their child has needed help with meeting personal care needs (i.e. has had an 'accident' and wet or soiled themselves). It is recommended practice that information on personal care should be treated as confidential and communicated in person or by sealed letter.



Policy for Inclusion

- f) Accurate records should also be kept when a child requires assistance with personal care. It should be clear who was present in every case and the assistance required. At Colmers Farm Primary School, records will be kept in a Personal Care log in each child's Personal Care Box.

- g) Best practice regarding infection control should always be followed:
 - disposable gloves worn
 - soiled items put in nappy bags
 - 'waste' disposed of in yellow bags
- h) Adults who provide personal care should speak to the pupil personally by name, explain what they are doing and communicate with all children in a way that reflects their age. The experience should be dignified.
- i) Adults who assist children with personal care should be employees of the school, not students or volunteers, and therefore have the usual range of safer recruitment checks, including enhanced DBS checks.
- j) Staff **MUST** go in pairs to assist a pupil with personal care to safeguard all parties.
- k) No member of staff will carry a mobile phone, camera or similar device whilst providing personal care.
- l) If a child becomes unusually distressed or very unhappy about being cared for by a particular member of staff, this should be reported to the Leadership Team.

4. Links with other policies or documents

This policy links to our policies on:

- Accessibility
- Admissions
- Code of Conduct
- E-safety and acceptable use policy
- Inclusion
- Medicines
- Pastoral Care
- Safeguarding and Child Protection
- SEND Policy

5. Policy Details

Reviewed November 2023

Amanda Cross (SENDCo)