



## Stanford in the Vale CE Primary School Policy for Attending to Children's Personal Care Needs in School



### Introduction

Children attend school with a range of developmental needs including specific personal care needs. It is the duty of all settings to attend to a child's personal care needs in accordance with Oxfordshire's Personal Care policy and our school will facilitate this as described below.

Personal care is any care which involves washing, touching or carrying out an invasive procedure that some children are unable to do due to a physical disability, special educational needs - associated with learning difficulties, medical needs - arising from the child's stage of development, lack of experience or differing parental expectations. Personal care may involve help with drinking, eating, dressing and toileting.

In most cases, Personal Care will involve procedures to do with personal hygiene and the cleaning of equipment associated with the process and should only be carried out by competent staff who have had appropriate training.

The Personal Care Policy has been developed to safeguard pupils and all staff involved in the personal care of children.

### Responsible person

The Head Teacher and Governors are responsible for all aspects of school provision. It is their responsibility to ensure that the Personal Care needs of children are attended to. They will achieve this through:

- Ensuring that staff are informed of Oxfordshire's Personal Care Policy
- Safeguarding the dignity, rights and well being of pupils and staff.
- Ensuring that a sufficient number of staff (at least two) are trained to toilet or change children throughout the school.
- Enabling these members of staff to be introduced to children with known personal care needs if these members of staff are not already key persons for the children.
- Ensuring that staff will do all they reasonably can to encourage the toileting and drinking of a child who has challenges in this area.
- Assuring parents that staff are knowledgeable about Personal Care and that their child's individual needs and any concerns they may have, are taken into account.

### Support available for children with Personal Care Needs

The school takes seriously its duties under the Equality Act 2010 and the SEN and Disabilities Code of Practice of 2014.

This policy should be read in conjunction with other policies:-

SEND

Health and Safety

Managing Medicines

Inclusion

Complaints

### Staff

- Staff will support all children's development and care, and respect their need for privacy.
- Ensure that sensitive information about a pupil is only shared with those who need to know, such as parents and members of staff specifically involved with the child.
- Be aware of the set procedures in the Safeguarding Policy and Health & Safety Policy
- Ensure they know who to ask for advice if they are unsure or uncomfortable about a particular situation.
- Identify and use a communication system that the child is most comfortable with.
- Communicate with and involve the child in the personal care process.



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- Develop, where possible, greater independence in the pupil with the procedure of personal care.
- Consult parents about arrangements for intimate care.
- Any staff member responsible for carrying out the personal care procedure will sign a personal care plan stipulating what he/she can be expected to do.

### Health and safety

We ensure the health and safety of staff and children through:

- Completion of a personal care plan for changing and the disposal of nappies or pull-ups
- Wearing single-use disposable gloves and aprons, where appropriate
- Hand-washing procedures
- Staff informing a colleague when leaving the room to support a child who requires changing
- Safe disposal of waste, disposable nappies and gloves
- Cleaning any soiled areas in the classroom after a toileting accident

### Pupil voice

- To ensure effective communication with the child, staff should ascertain the agreed method of communication (words, signs, signals) and identify this in the agreed personal care plan.
- Allow the child, subject to their age and understanding, to express a preference regarding the sequence of care.
- Agree appropriate terminology to be used by staff for private parts and bodily functions and record them in the personal care plan.

Every attempt should be made to determine the child's wishes.

Where there is any doubt that a child is able to make an informed choice on these issues, the child's parents are usually in the best position to act as advocates.

If it is appropriate, the child will sign an agreement with the staff who are responsible for carrying out the personal care stipulating what he/she (the child) can be expected to do.

### Arrangements for working in partnership with parents

Parents will be asked to sign a personal care plan allowing staff to change and clean their child. The school will:

- Maintain open communication between parents and staff so that issues regarding children's personal care can be readily discussed.
- Ask for information about a child's progress in the area of personal care and plan with parents and carers to ensure the needs of the child are met appropriately.
- Constancy of expectation and approach to personal care within the school and home.

### Arrangements for working in partnership with other agencies and other schools

The school will:

- Ensure that parents of a child who is in need of continence support are given information about local services.
- Work closely with other healthcare professionals to ensure the best practice for the individual child.

### Arrangements for reviewing, monitoring and evaluating the effectiveness of the provision

This policy will be reviewed regularly. Prior to formal review the head teacher will gain information from staff, parents and children about the provision and recommend changes as appropriate.



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Policy reviewed: January 2024  
Next review: January 2026

### **Helpful Contacts**

Contacts for general advice on personal care

### **Schools should contact:**

School Health Nurses

The Early Years Team: Email: [earlyyears@oxfordshire.gov.uk](mailto:earlyyears@oxfordshire.gov.uk) call: 0845 604 2346 (usual rates apply)

### **Advice about an individual child with specialist needs with parental permission can be accessed through:**

The child's Health Visitor or The Children's Continence Service: Call: 01993 209435

### **Other helpful contacts and references:**

Early Years Foundation Stage Statutory Framework

Equalities Act 2010

Disabled Children and the Equality Act 2010

Education and Resources for Improving Childhood Continence Helpline: 0845 370 8008.

Guidance of infection control in schools and settings

United Nations Convention on the Rights of the Child

### **Oxfordshire Early Years web pages:**

Information for early education and childcare providers

Early Years Toolkit

Early Years SEN toolkit

### **Oxfordshire children's bladder and bowel service.**

The Community Children's Bladder and Bowel Service is available for all children over the age of four years with bladder and bowel problems. Telephone (answerphone:) 01865 904467.

The Paediatric Continence Guide provides information about children's bladder and bowel incontinence.

Contact a Family – helpful advice for children with disability/ SEN (also available in a number of languages.)

Promo Con- useful information about bladder and bowel problems.

ERIC website



## PERSONAL CARE PLAN

Name of child:

Date of birth:

Date plan was written:

### Description of the type of intimate care that requires assistance

**Does this procedure require additional training for staff members? YES/ NO**  
If YES, please indicate here who will provide the training and how often staff will need to have refresher training.

### List of staff members trained to provide this care

Name	Position	Date of training (if required)

### Communication/choice

### Location of care provided

### Equipment /Resources needed and providers



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**Procedure to be followed**

**Terminology to be used**

**Any further comments**

Agreed with parent

Date \_\_\_\_\_ Signature \_\_\_\_\_

Agreed with school

Date \_\_\_\_\_ Signature \_\_\_\_\_

Designation \_\_\_\_\_

Date of next review:

